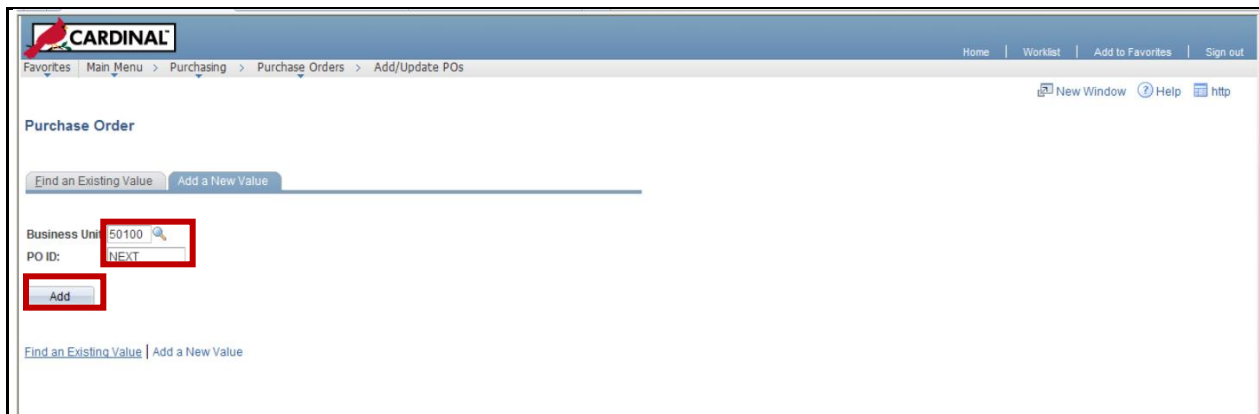


About Professional Services Purchase Orders:

Cardinal tracks all vendor expenditures against contracts using the Purchase Order. As a means to manage contract activities, to include TASK ORDERS, the Purchase Order is the system tool for easy reference and reporting. Purchase Orders are sent electronically (through eVA) to the vendor to confirm orders. As changes are made, confirmation orders will also be automatically sent. Those individuals with the approved role(s) will be able to add and/or update POs as necessary. The following represents a typical scenario used to create a Purchase Order and to add a Task Order related to a contract.

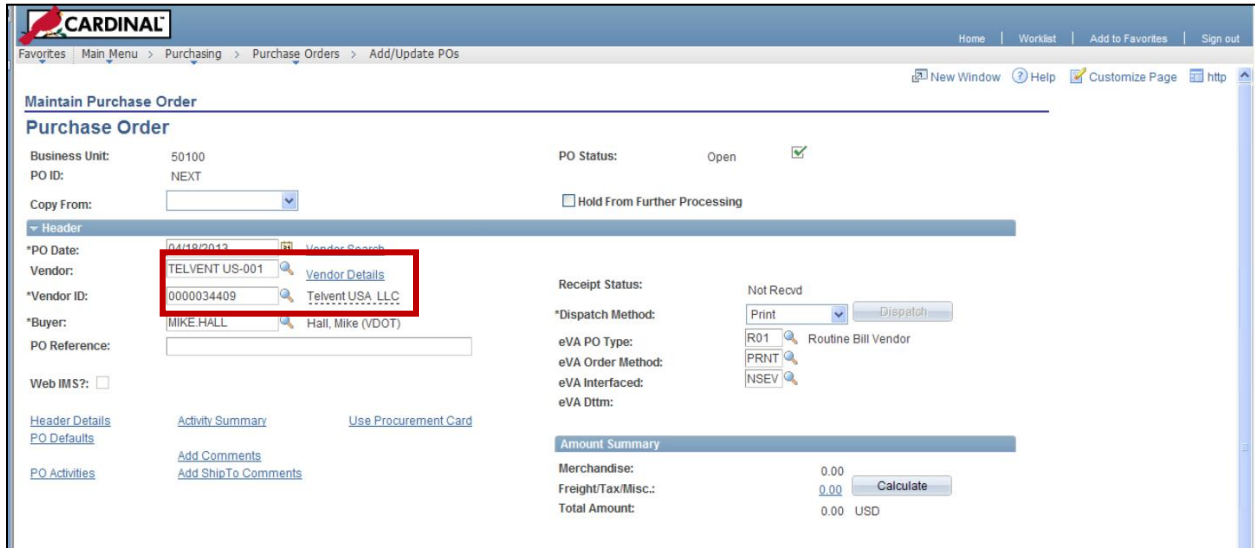
ENTERING A NEW PURCHASE ORDER: Pages 1-14**MANAGING TASK ORDERS: Pages 15-29****ENTERING A NEW PURCHASE ORDER:**

Note: Typically, you would only create 1 Purchase Order per Contract.



The screenshot shows the Cardinal system interface for entering a new purchase order. The top navigation bar includes the Cardinal logo, a breadcrumb trail (Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update Pos), and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar, there are links for New Window, Help, and http. The main content area is titled "Purchase Order" and features two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs, there are two input fields: "Business Unit" with the value "50100" and "PO ID:" with the value "NEXT". Both fields are highlighted with red boxes. Below the input fields is an "Add" button, also highlighted with a red box. At the bottom of the form, there are links for "Find an Existing Value" and "Add a New Value".

- 1** Navigate: **Main Menu > Purchasing > Purchase Orders > Add/Update Pos.**
- 2** Select **Add a New Value** tab.
- 3** Business Unit defaults to **50100**, PO ID defaults to **NEXT**. DO NOT change the default values.
- 4** Click **Add** button.



Maintain Purchase Order

Purchase Order

Business Unit: 50100
PO ID: NEXT
Copy From: TELVENT US-001 Vendor Details

PO Status: Open ☒

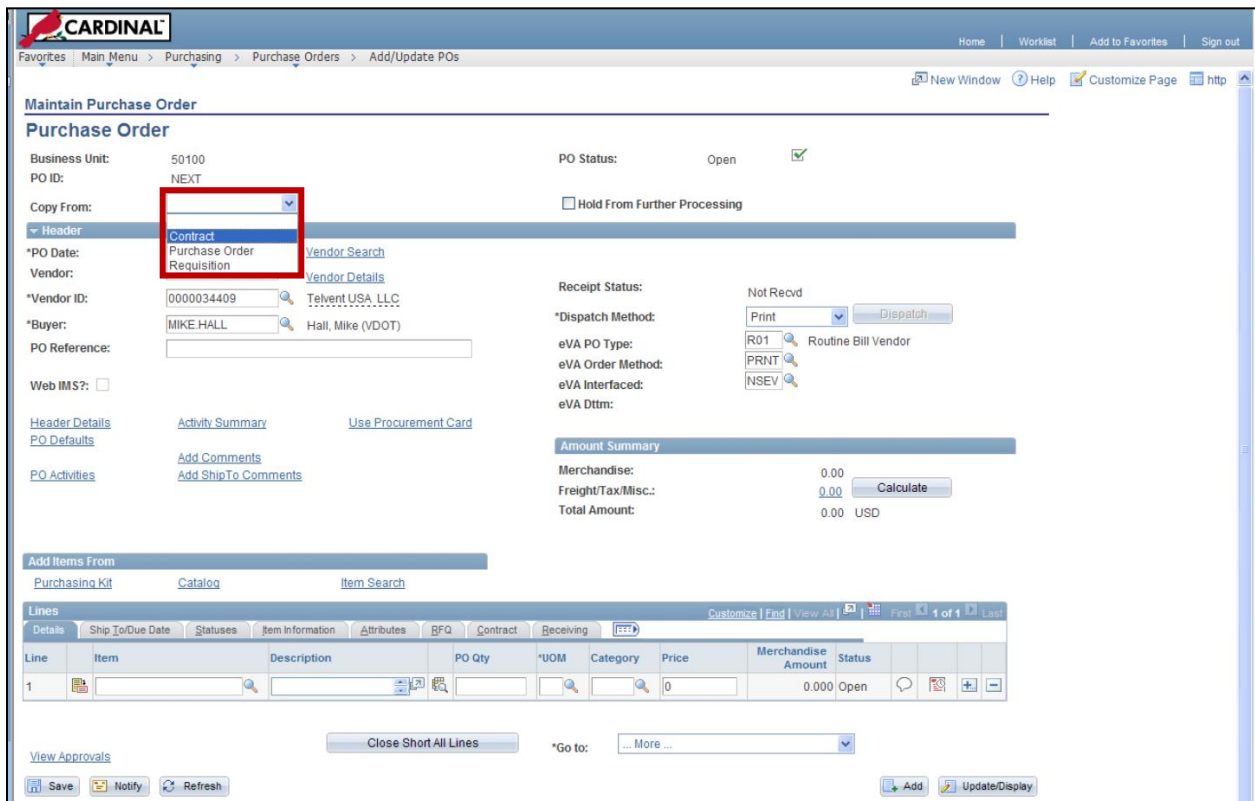
☐ Hold From Further Processing

Header
*PO Date: 04/19/2012
Vendor: TELVENT US-001
*Vendor ID: 0000034409
*Buyer: MIKE HALL
PO Reference:
Web IMS?: ☐

Receipt Status: Not Recvd
*Dispatch Method: Print
eVA PO Type: R01
eVA Order Method: PRNT
eVA Interfaced: NSEV
eVA Dttm:
Routine Bill Vendor

Amount Summary
Merchandise: 0.00
Freight/Tax/Misc.: 0.00
Total Amount: 0.00 USD

5 Enter the vendor by **Vendor** (name) or **Vendor ID** for your contract.



Maintain Purchase Order

Purchase Order

Business Unit: 50100
PO ID: NEXT
Copy From: Contract
Purchase Order
Requisition

PO Status: Open ☒

☐ Hold From Further Processing

Header
*PO Date:
Vendor:
*Vendor ID: 0000034409
*Buyer: MIKE HALL
PO Reference:
Web IMS?: ☐

Receipt Status: Not Recvd
*Dispatch Method: Print
eVA PO Type: R01
eVA Order Method: PRNT
eVA Interfaced: NSEV
eVA Dttm:
Routine Bill Vendor

Amount Summary
Merchandise: 0.00
Freight/Tax/Misc.: 0.00
Total Amount: 0.00 USD

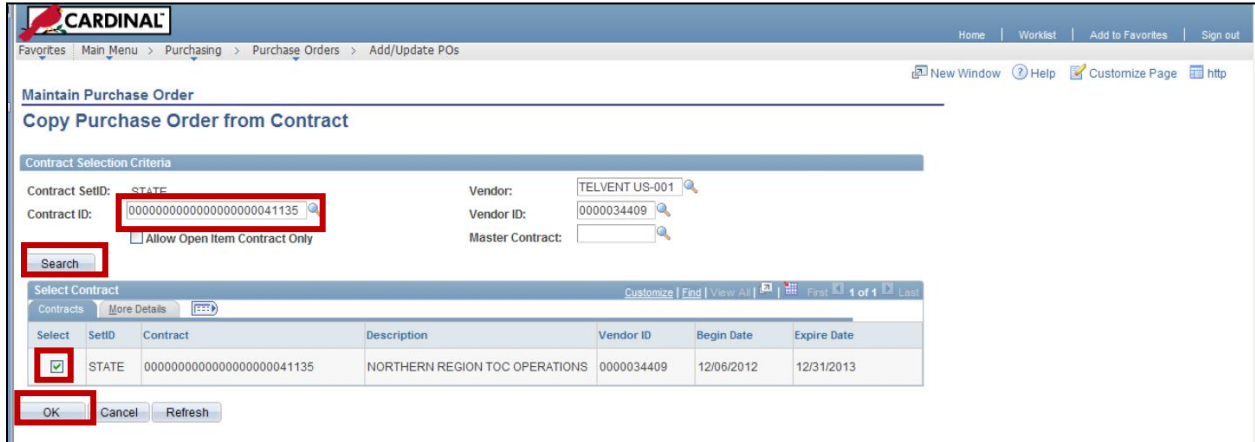
Add Items From
Purchasing Kit Catalog Item Search

Lines
Details Ship To/Due Date Statuses Item Information Attributes BFQ Contract Receiving
Line Item Description PO Qty UOM Category Price Merchandise Amount Status
1 0 0.000 Open

View Approvals
Close Short All Lines
*Go to: ... More ...
Save Notify Refresh Add Update/Display

6 Select **Contract** from the **Copy From** field.

Professional Services Purchase Orders



Maintain Purchase Order
Copy Purchase Order from Contract

Contract Selection Criteria

Contract SetID: STATE Vendor: TELVENT US-001
Contract ID: 000000000000000000041135 Vendor ID: 0000034409
☐ Allow Open Item Contract Only Master Contract:

Search

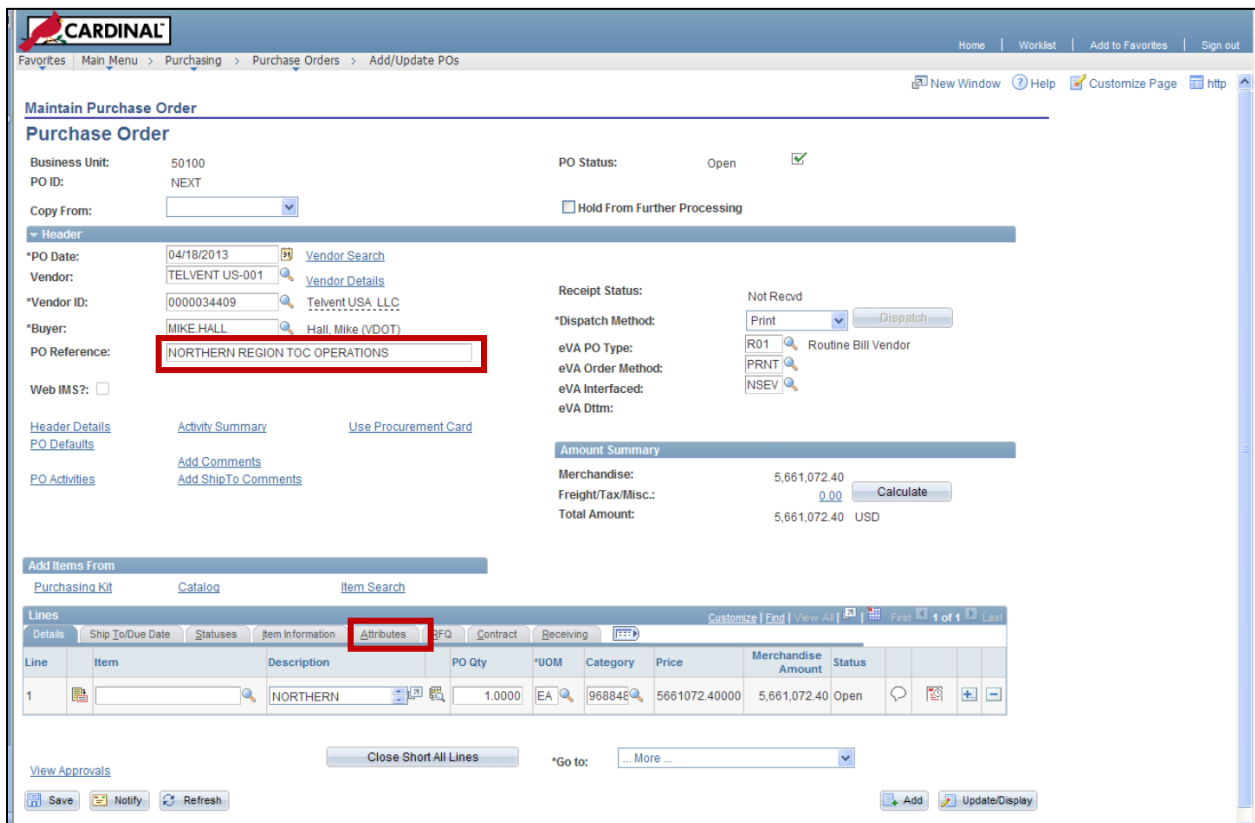
Select Contract

Select	SetID	Contract	Description	Vendor ID	Begin Date	Expire Date
<input checked="" type="checkbox"/>	STATE	000000000000000000041135	NORTHERN REGION TOC OPERATIONS	0000034409	12/06/2012	12/31/2013

OK Cancel Refresh

7 Enter **Contract ID** and Click on **Search** button.

8 Select contract check box and click **OK**.



Maintain Purchase Order
Purchase Order

Business Unit: 50100 PO Status: Open
PO ID: NEXT
Copy From:

☐ Hold From Further Processing

Header

*PO Date: 04/18/2013 Vendor Search
Vendor: TELVENT US-001 Vendor Details
*Vendor ID: 0000034409 Telvent USA, LLC
*Buyer: MIKE HALL Hall, Mike (VDOT)
PO Reference: **NORTHERN REGION TOC OPERATIONS**

Web IMS?: ☐

Header Details Activity Summary Use Procurement Card
PO Defaults Add Comments
PO Activities Add ShipTo Comments

Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch
eVA PO Type: R01 Routine Bill Vendor
eVA Order Method: PRNT
eVA Interfaced: NSEV
eVA Dttm:

Amount Summary

Merchandise: 5,661,072.40
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 5,661,072.40 USD

Add Items From
Purchasing Kit Catalog Item Search

Lines

Details Ship To/Due Date Statuses Item Information **Attributes** RFQ Contract Receiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN	1.0000	EA	968846	5661072.40000	5,661,072.40	Open

View Approvals Close Short All Lines *Go to: ... More ...

Save Notify Refresh Add Update/Display

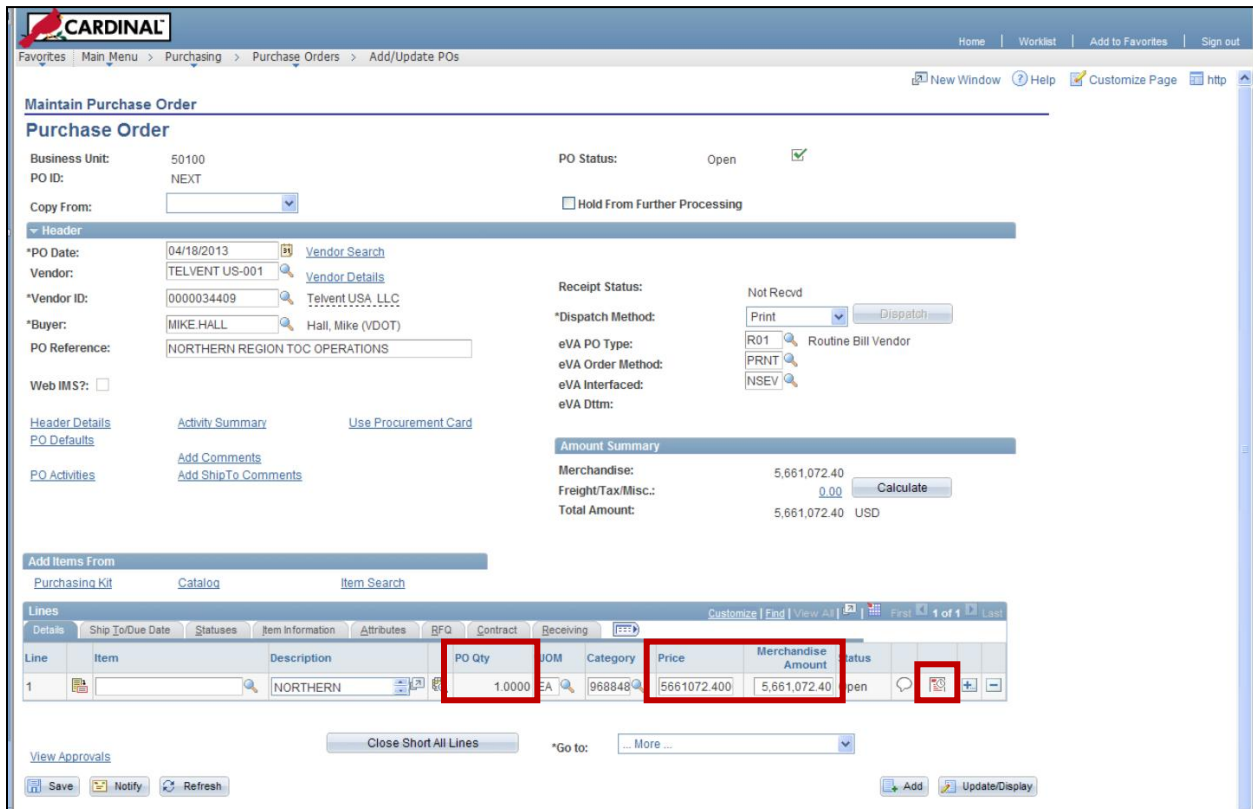
9 Purchase Order is updated and shows contract and line data.

10 Click on the **Attributes** tab.



11 Check the **Amount Only** check box.

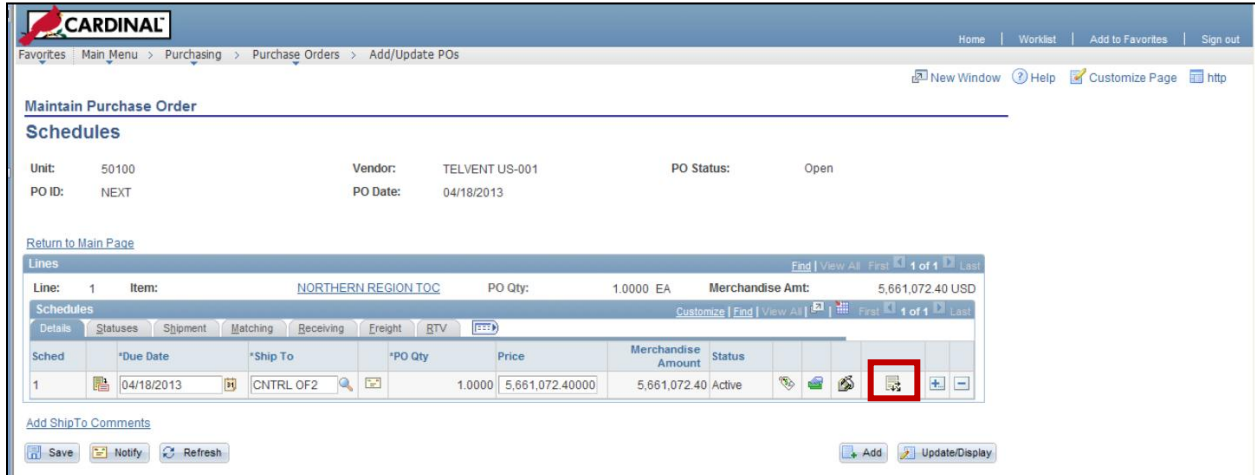
12 Click on the **Details** tab.



13 PO Qty locks down to a value of 1. Enter or adjust **Price** to match the contract value.

14 Click on the Schedule icon.

Professional Services Purchase Orders



Maintain Purchase Order

Schedules

Unit: 50100 Vendor: TELVENT US-001 PO Status: Open
 PO ID: NEXT PO Date: 04/18/2013

[Return to Main Page](#)

Lines

Line	Item	PO Qty	Merchandise Amt
1	NORTHERN REGION TOC	1.0000 EA	5,661,072.40 USD

Schedules

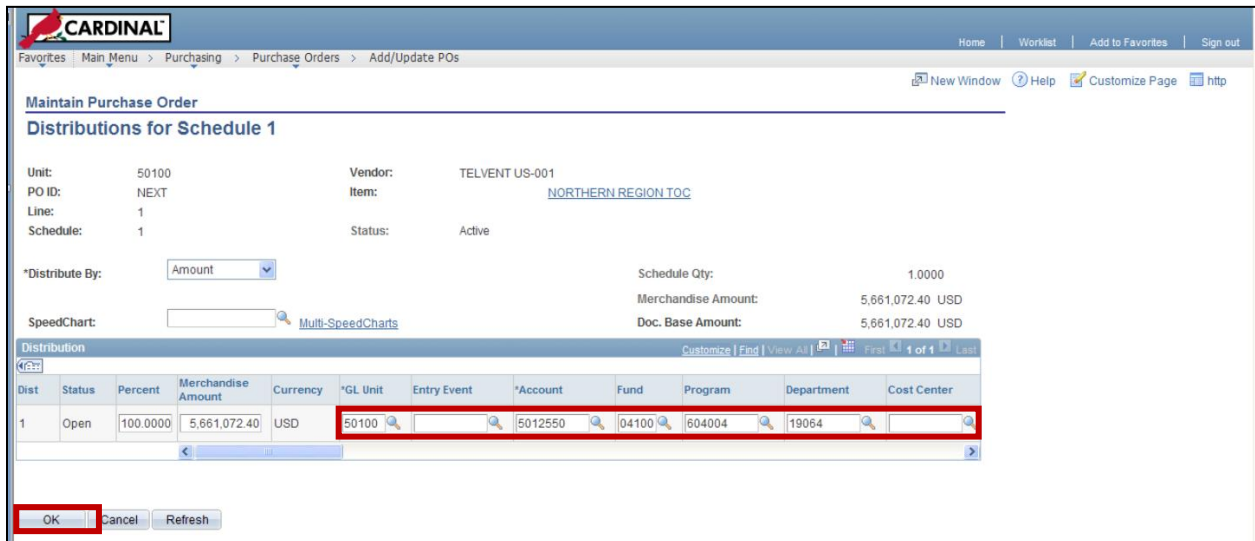
Sched	*Due Date	*Ship To	*PO Qty	Price	Merchandise Amount	Status
1	04/18/2013	CNTRL OF2	1.0000	5,661,072.40000	5,661,072.40	Active

[Add Ship To Comments](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

15 Values are defaulted in as shown. Change as necessary.

16 Click on the Distribution icon.



Maintain Purchase Order

Distributions for Schedule 1

Unit: 50100 Vendor: TELVENT US-001
 PO ID: NEXT Item: NORTHERN REGION TOC
 Line: 1
 Schedule: 1 Status: Active

*Distribute By: Amount Schedule Qty: 1.0000
 Merchandise Amount: 5,661,072.40 USD
 Doc. Base Amount: 5,661,072.40 USD

SpeedChart: [Multi-SpeedCharts](#)

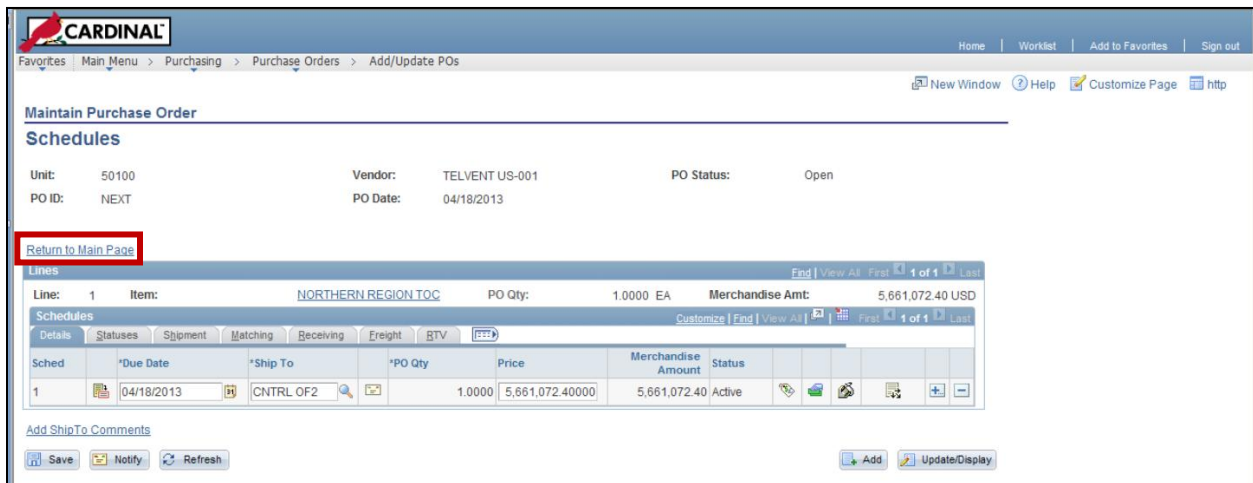
Distribution

Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Center
1	Open	100.0000	5,661,072.40	USD	50100	5012550	04100	604004	19064		

[OK](#) [Cancel](#) [Refresh](#)

17 Enter a valid Chart of Accounts. In this case, you might enter an Administrative Overhead charge since this is not project specific at this time.

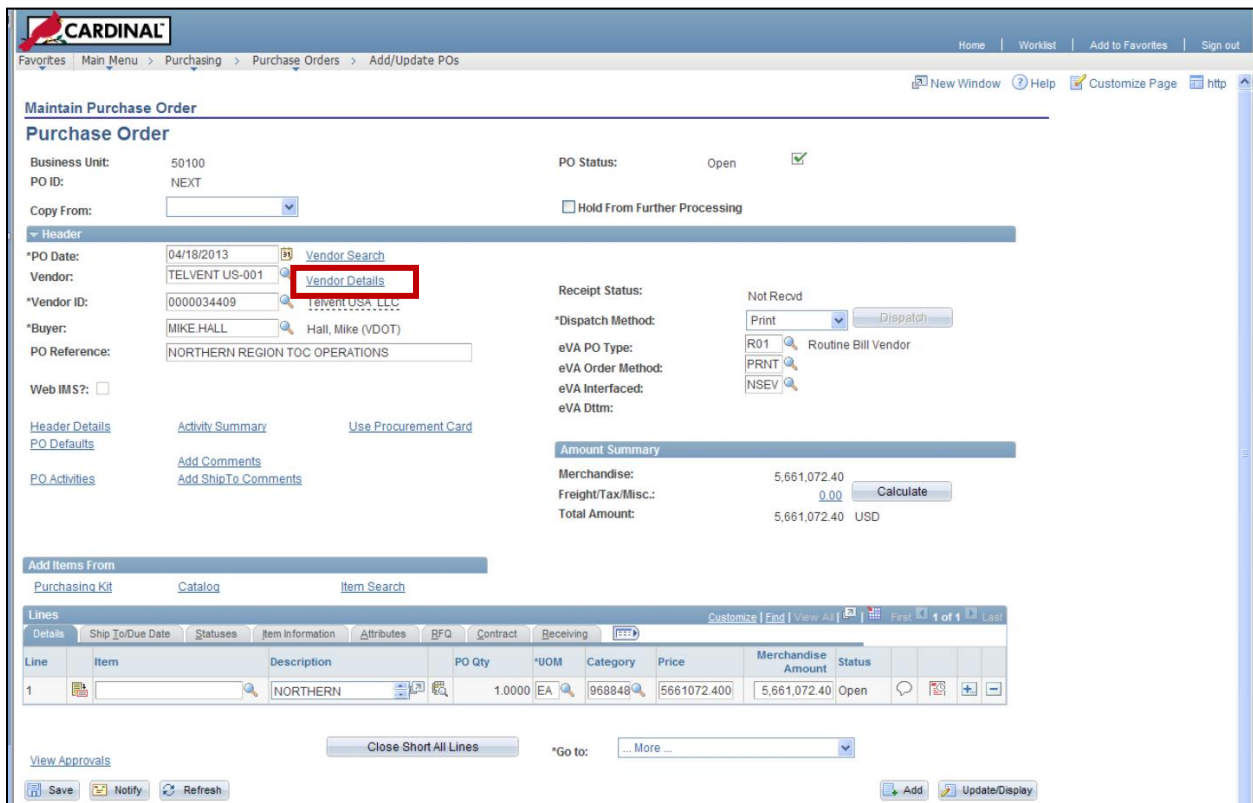
18 Click **OK**.



Return to Main Page

Line	Item	PO Qty	Merchandise Amt
1	NORTHERN REGION TOC	1.0000 EA	5,661,072.40 USD

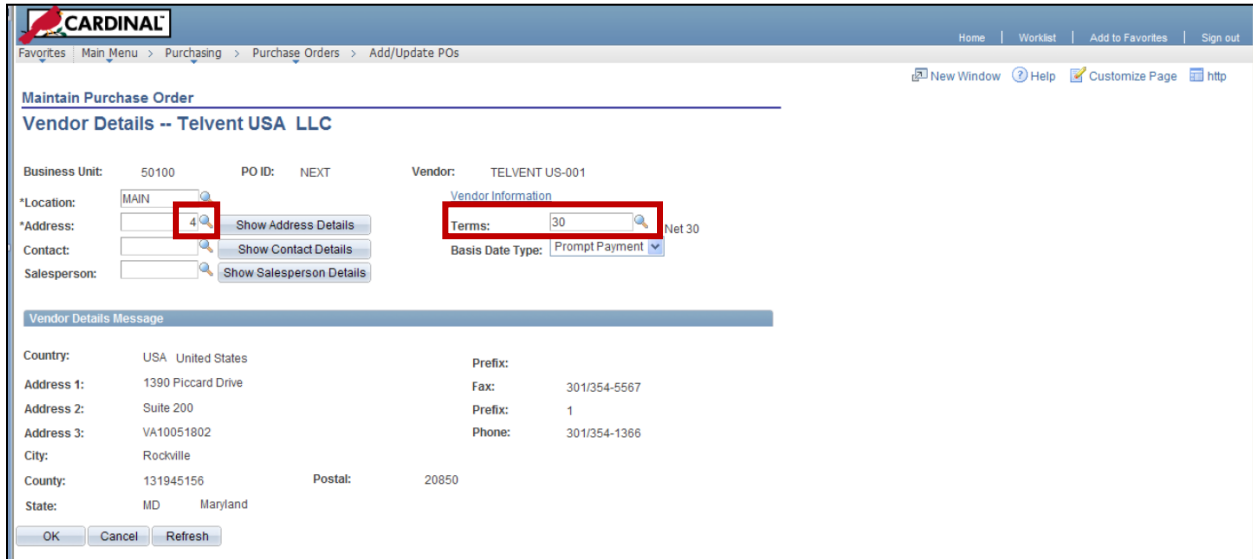
19 Click **Return to Main Page** hyperlink.



Vendor Details

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN	1.0000	EA	968848	5661072.400	5,661,072.40	Open

20 Click on the **Vendor Details** hyperlink.



Maintain Purchase Order
Vendor Details -- Telvent USA LLC

Business Unit: 50100 PO ID: NEXT Vendor: TELVENT US-001

*Location: MAIN *Address: 4 Show Address Details
Contact: Show Contact Details
Salesperson: Show Salesperson Details

Vendor Information
Terms: 30 Net 30
Basis Date Type: Prompt Payment

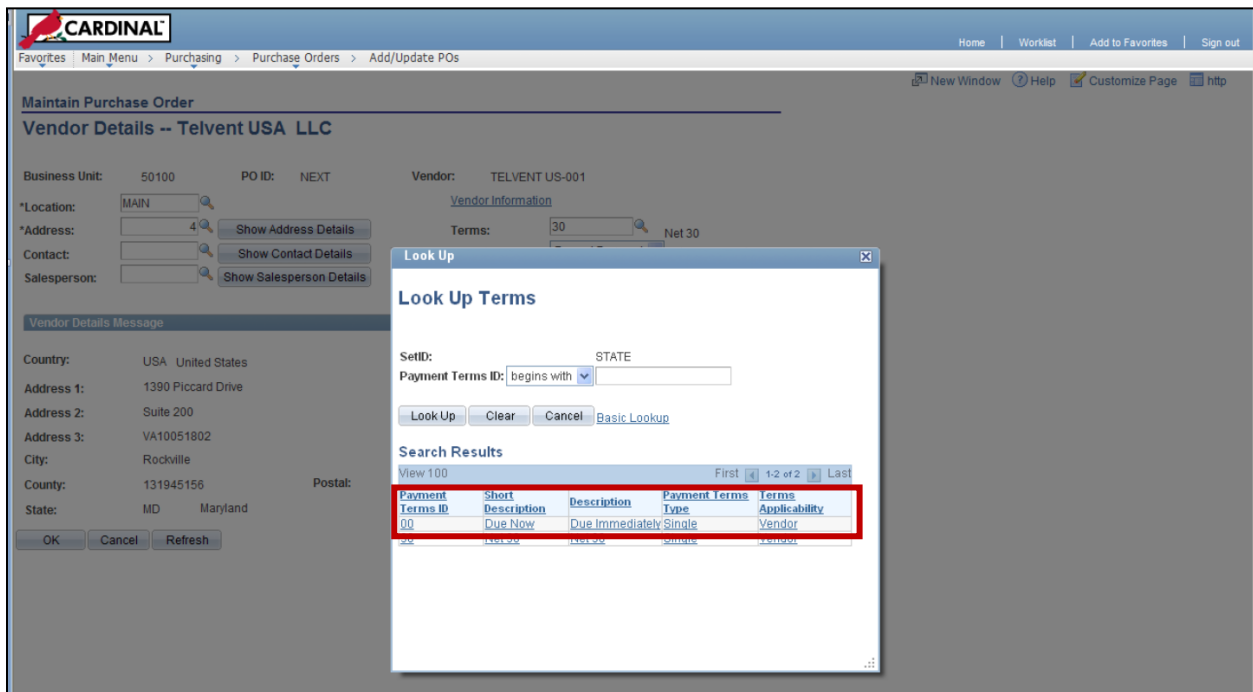
Vendor Details Message

Country: USA United States Prefix:
Address 1: 1390 Piccard Drive Fax: 301/354-5567
Address 2: Suite 200 Prefix: 1
Address 3: VA10051802 Phone: 301/354-1366
City: Rockville
County: 131945156 Postal: 20850
State: MD Maryland

OK Cancel Refresh

21 Vendor Details are displayed as shown. Verify the selected **Address** is accurate or change as necessary.

22 Click on **Terms** lookup icon.



Maintain Purchase Order
Vendor Details -- Telvent USA LLC

Business Unit: 50100 PO ID: NEXT Vendor: TELVENT US-001

*Location: MAIN *Address: 4 Show Address Details
Contact: Show Contact Details
Salesperson: Show Salesperson Details

Vendor Information
Terms: 30 Net 30

Look Up
Look Up Terms

SetID: STATE
Payment Terms ID: begins with

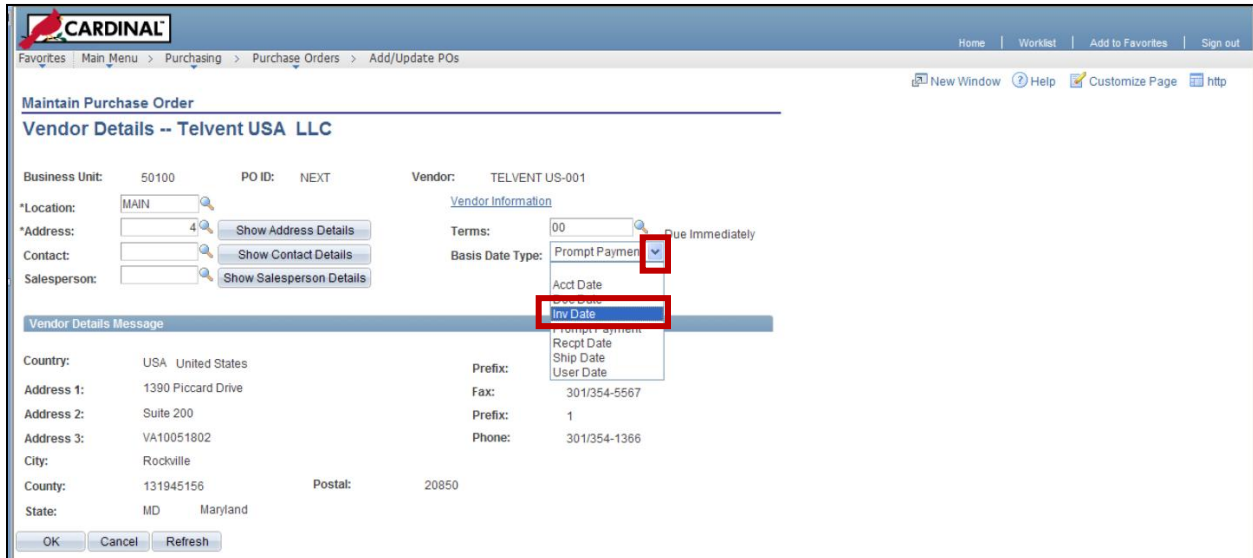
Look Up Clear Cancel Basic Lookup

Search Results
View 100 First 1-2 of 2 Last

Payment Terms ID	Short Description	Description	Payment Terms Type	Terms Applicability
00	Due Now	Due Immediately	Single	Vendor
00	Due Now	Due Immediately	Single	Vendor

OK Cancel Refresh

23 Select **00 Due Immediately** Payment Term



Maintain Purchase Order
Vendor Details -- Telvent USA LLC

Business Unit: 50100 PO ID: NEXT Vendor: TELVENT US-001

*Location: MAIN *Address: 4 Contact: Salesperson:

Show Address Details Show Contact Details Show Salesperson Details

Vendor Information

Terms: 00 Due Immediately

Basis Date Type: Prompt Payment

Acct Date

Inv Date

Recpt Date

Ship Date

User Date

Vendor Details Message

Country: USA United States Prefix:

Address 1: 1390 Piccard Drive Fax: 301/354-5567

Address 2: Suite 200 Prefix: 1

Address 3: VA10051802 Phone: 301/354-1366

City: Rockville

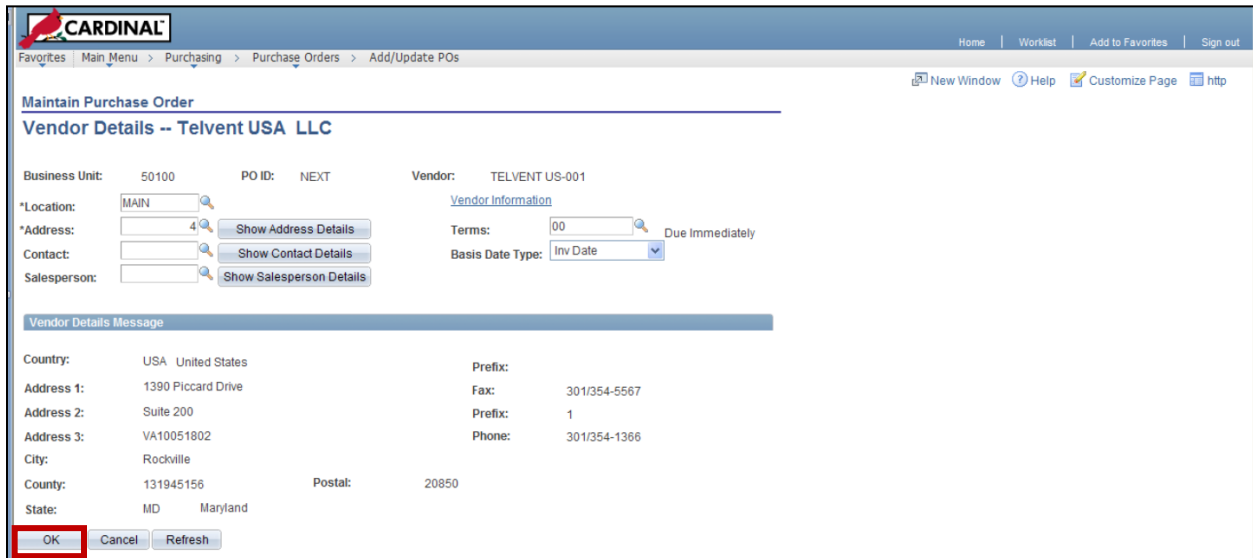
Country: 131945156 Postal: 20850

State: MD Maryland

OK Cancel Refresh

24 Click on the **Basis Date Type** dropdown.

25 Select **Inv Date** from the list.



Maintain Purchase Order
Vendor Details -- Telvent USA LLC

Business Unit: 50100 PO ID: NEXT Vendor: TELVENT US-001

*Location: MAIN *Address: 4 Contact: Salesperson:

Show Address Details Show Contact Details Show Salesperson Details

Vendor Information

Terms: 00 Due Immediately

Basis Date Type: Inv Date

Vendor Details Message

Country: USA United States Prefix:

Address 1: 1390 Piccard Drive Fax: 301/354-5567

Address 2: Suite 200 Prefix: 1

Address 3: VA10051802 Phone: 301/354-1366

City: Rockville

Country: 131945156 Postal: 20850

State: MD Maryland

OK Cancel Refresh

26 Click **OK**.

Professional Services Purchase Orders

Purchase Order

Business Unit: 50100 PO Status: Open

PO ID: NEXT

Copy From:

☐ Hold From Further Processing

Header

*PO Date: 04/18/2013 [Vendor Search](#)

Vendor: TELVENT US-001 [Vendor Details](#)

*Vendor ID: 0000034409 Telvent USA, LLC

*Buyer: MIKE HALL Hall, Mike (VDOT)

PO Reference: NORTHERN REGION TOC OPERATIONS

Receipt Status: Not Recvd

*Dispatch Method: [Print](#) [Dispatch](#)

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: PRNT

eVA Interfaced: NSEV

eVA Dttm:

Web IMS?: ☐

[Header Details](#) [Activity Summary](#) [Use Procurement Card](#)

[PO Defaults](#) [Add Comments](#) [Add Ship to Comments](#)

[PO Activities](#)

Amount Summary

Merchandise: 5,661,072.40

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 5,661,072.40 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Lines

[Details](#) [Ship To/Due Date](#) [Statuses](#) [Item Information](#) [Attributes](#) [BFO](#) [Contract](#) [Receiving](#) [Customize](#) [Find](#) [View All](#) [Print](#) [First](#) [1 of 1](#) [Last](#)

Line	Item	Description	*Receiving Required	Close Short
1		NORTHERN	<input type="text"/> Do Not	<input type="checkbox"/>

[View Approvals](#) [Close Short All Lines](#) *Go to: More ...

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

27 Click on **Receiving** tab.

28 Enter **Do Not** as shown.

29 Click on **Add Comments** hyperlink.

PO Header Comments

Business Unit: 50100 PO ID: NEXT Vendor: TELVENT US-001

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending [Sort](#)

[Use Standard Comments](#) [Comments](#) [End](#) [View All](#) [Print](#) [1 of 1](#) [Last](#)

Comment Status: Active [Inactivate](#) [+](#)

This PO is a result of Contract # 41135, RFP # XXXXXXXXXX and is for billing purposes only.

☒ Send to Vendor ☐ Show at Receipt

☐ Show at Voucher

Associated Document

Attachment: [Attach](#) [View](#) [Delete](#) ☐ Email

From -> PO 50100-NEXT

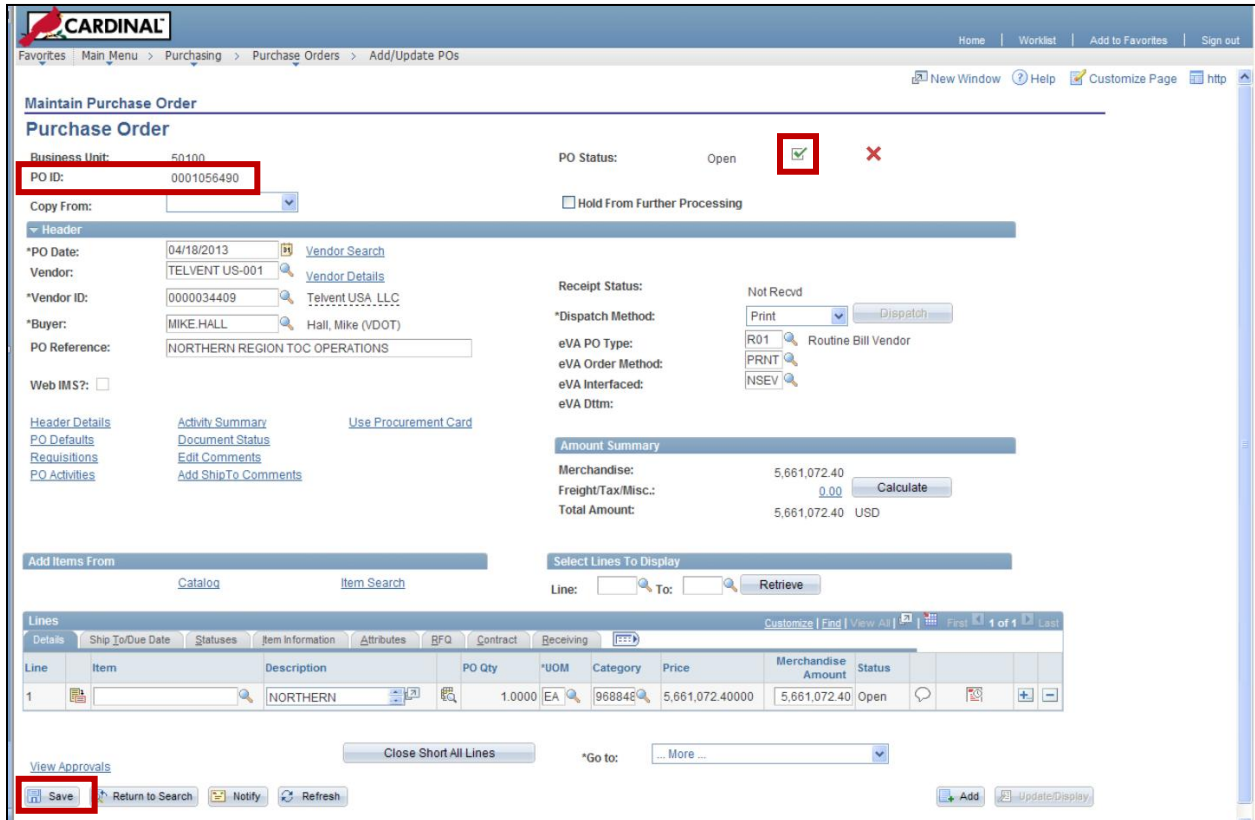
[OK](#) [Cancel](#) [Refresh](#)

30 Enter comments as applicable (Example shown).

31 Check **Send To Vendor** box, if comment is to show on the PO.

32 Click **Attach** box if you wish to attach files to the PO. Example(s): RFP, 2-Party Agreement, etc.



33 Click **OK**.



Maintain Purchase Order





Purchase Order





Business Unit: 50100
 PO ID: 0001056490
 Copy From: [Dropdown]

PO Status: Open  


☐ Hold From Further Processing

Header

*PO Date: 04/18/2013  Vendor Search
 Vendor: TELVENT US-001  Vendor Details
 *Vendor ID: 0000034409  Telvent USA, LLC
 *Buyer: MIKE HALL  Hall, Mike (VDOT)
 PO Reference: NORTHERN REGION TOC OPERATIONS


Receipt Status: Not Recvd
 *Dispatch Method: Print  Dispatch
 eVA PO Type: R01  Routine Bill Vendor
 eVA Order Method: PRNT 
 eVA Interfaced: NSEV 
 eVA Dtm:

Amount Summary

Merchandise: 5,661,072.40
 Freight/Tax/Misc.: 0.00 
 Total Amount: 5,661,072.40 USD


Add Items From Catalog Item Search







Select Lines To Display

Line: [Dropdown] To: [Dropdown] 

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN	1.0000	EA	968848	5,661,072.40000	5,661,072.40	Open

View Approvals  *Go to: ... More ...

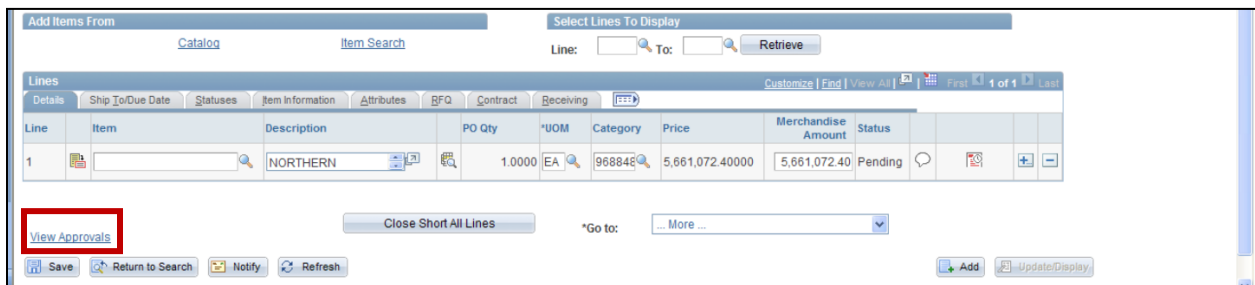
 Save     

34 Click on the **Save** button.

35 Once the PO is saved and **PO ID #** is displayed.

36 **PO Status** is Open and ready for approval.

37 Click on the **Green** checkmark to send forward for approval.



Add Items From Catalog Item Search



Select Lines To Display

Line: [Dropdown] To: [Dropdown] 

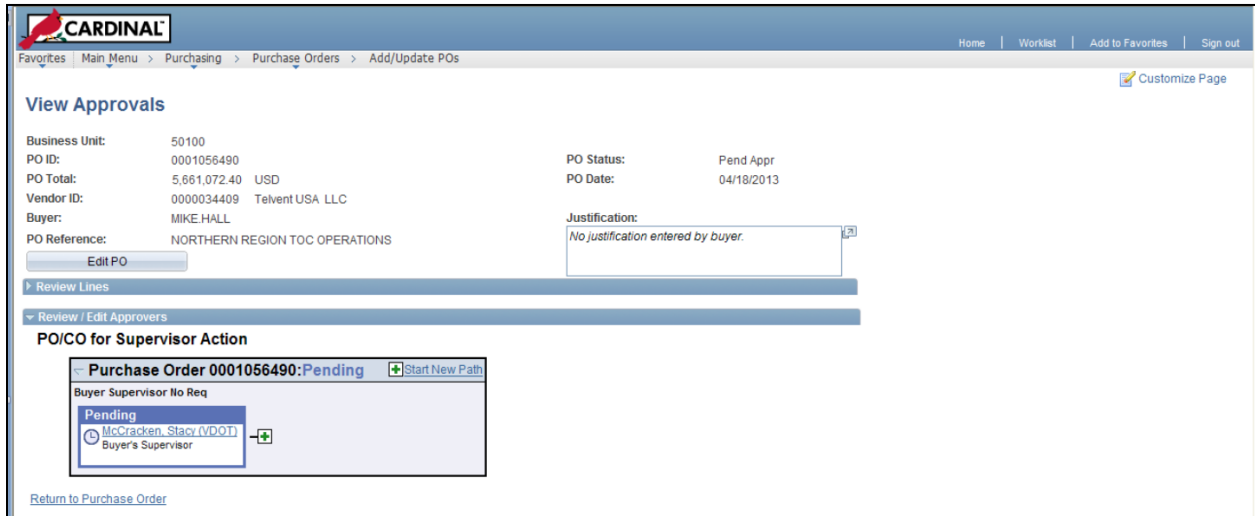
Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN	1.0000	EA	968848	5,661,072.40000	5,661,072.40	Pending

View Approvals  *Go to: ... More ...

 Save     

38 Click on **View Approvals** hyperlink – to see who the PO went to for approval.



View Approvals

Business Unit: 50100
 PO ID: 0001056490
 PO Total: 5,661,072.40 USD
 Vendor ID: 0000034409 Telvent USA LLC
 Buyer: MIKE HALL
 PO Reference: NORTHERN REGION TOC OPERATIONS

PO Status: Pend Appr
 PO Date: 04/18/2013

Justification: No justification entered by buyer.

[Edit PO](#)

[Review Lines](#)

[Review / Edit Approvers](#)

PO/CO for Supervisor Action

[Purchase Order 0001056490: Pending](#) [Start New Path](#)

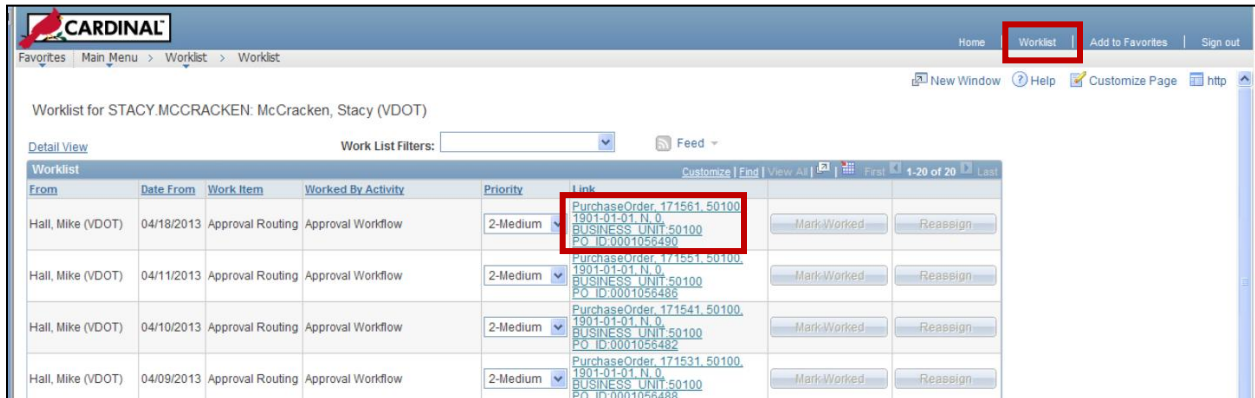
Buyer Supervisor No Req

Pending
 McCracken, Stacy (VDOT)
 Buyer's Supervisor

[Return to Purchase Order](#)

39 PO routes to your Supervisor for approval.

40 Supervisor receives an email with notification that a PO requires their attention.



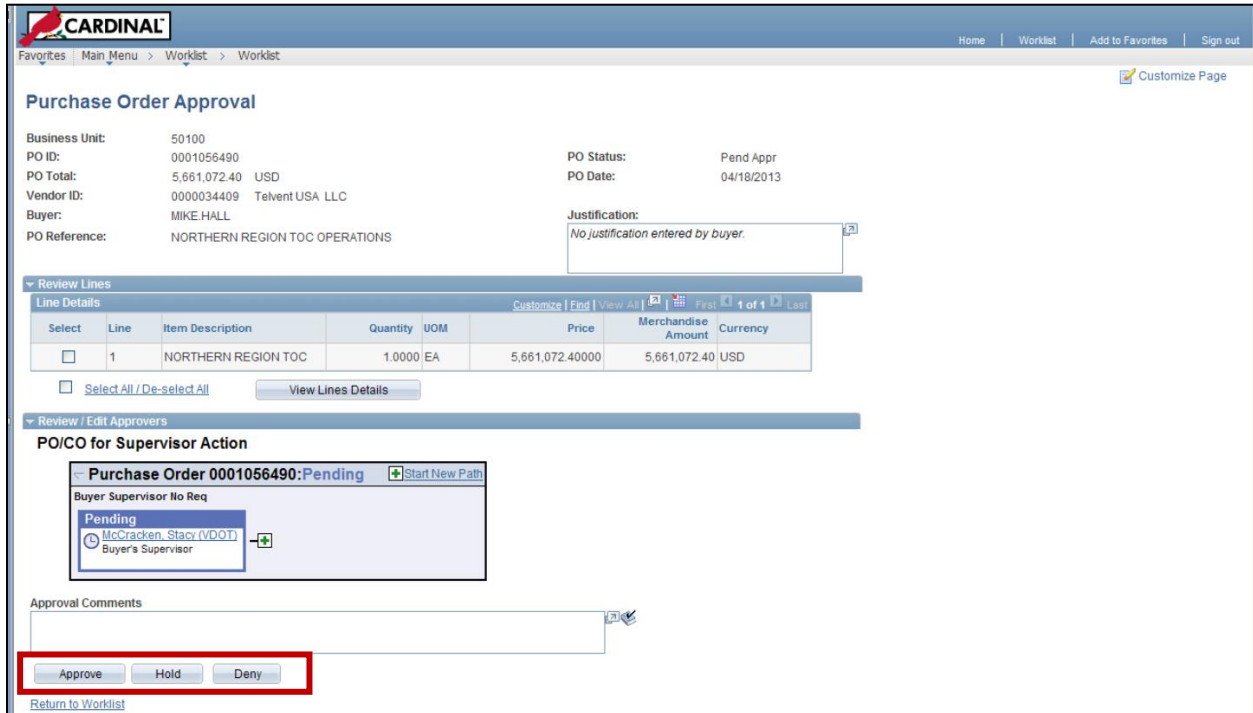
Worklist for STACY MCCracken: McCracken, Stacy (VDOT)

Detail View Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/18/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder 171561 50100 1901-01-01 N.O BUSINESS UNIT 50100 PO ID 0001056490	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/11/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder 171561 50100 1901-01-01 N.O BUSINESS UNIT 50100 PO ID 0001056486	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/10/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder 171541 50100 1901-01-01 N.O BUSINESS UNIT 50100 PO ID 0001056482	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/09/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder 171531 50100 1901-01-01 N.O BUSINESS UNIT 50100 PO ID 0001056488	Mark-Worked	Reassign

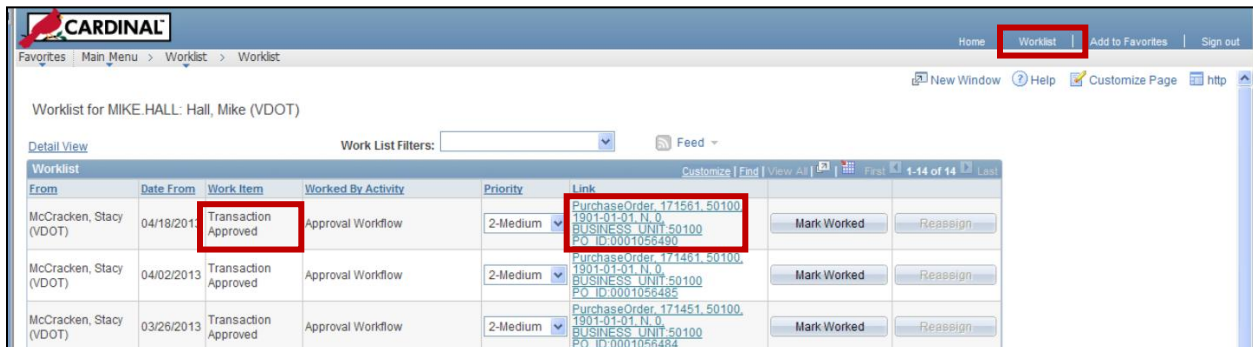
41 Supervisor clicks on the Worklist.

42 Supervisor clicks on item hyperlink, which opens the Purchase Order for action.



43 Supervisor enters approval comments (if applicable).

44 Supervisor may **Approve**, **Hold** or **Deny** by clicking on the selected button.



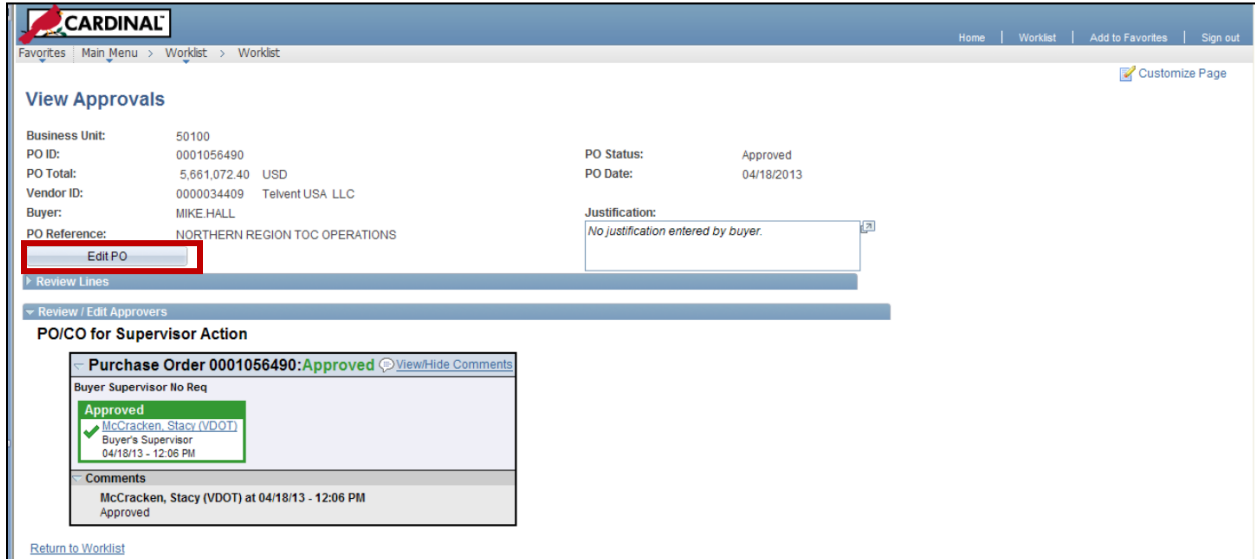
From	Date From	Work Item	Worked By Activity	Priority	Link	Actions
McCracken, Stacy (VDOT)	04/18/2013	Transaction Approved	Approval Workflow	2-Medium	PurchaseOrder: 171561.50100.1901-01-01 N.O. BUSINESS UNIT: 50100 PO ID: 0001056490	Mark Worked Reassign
McCracken, Stacy (VDOT)	04/02/2013	Transaction Approved	Approval Workflow	2-Medium	PurchaseOrder: 171461.50100.1901-01-01 N.O. BUSINESS UNIT: 50100 PO ID: 0001056485	Mark Worked Reassign
McCracken, Stacy (VDOT)	03/26/2013	Transaction Approved	Approval Workflow	2-Medium	PurchaseOrder: 171451.50100.1901-01-01 N.O. BUSINESS UNIT: 50100 PO ID: 0001056484	Mark Worked Reassign

45 Buyer receives email with notification of specific action (Approval, Hold or Denial).

46 Buyer clicks on the **Worklist**.

47 Click on item hyperlink.

Professional Services Purchase Orders



View Approvals

Business Unit: 50100
 PO ID: 0001056490
 PO Total: 5,661,072.40 USD
 Vendor ID: 0000034409 Telvent USA LLC
 Buyer: MIKE HALL
 PO Reference: NORTHERN REGION TOC OPERATIONS

PO Status: Approved
 PO Date: 04/18/2013

Justification: No justification entered by buyer.

Edit PO

Review Lines

Review / Edit Approvers

PO/CO for Supervisor Action

Purchase Order 0001056490: Approved View/Hide Comments

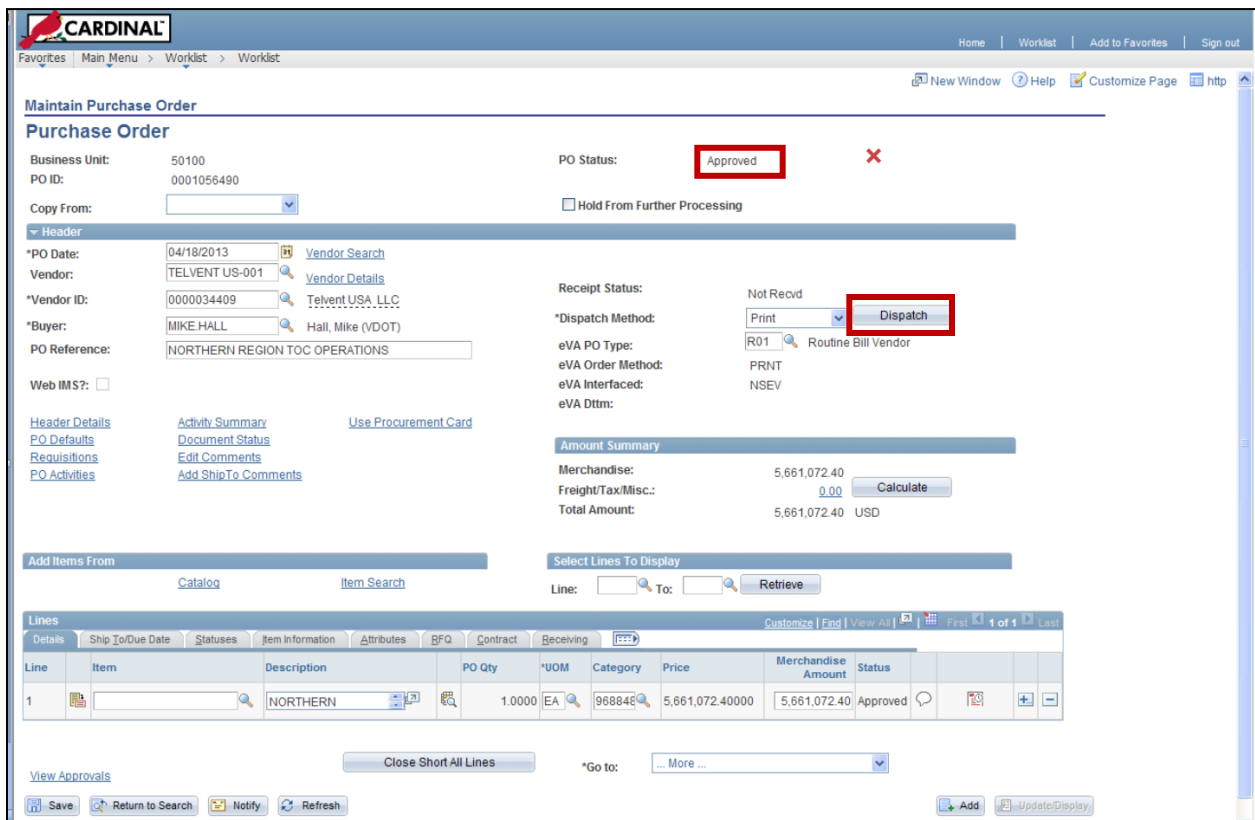
Buyer Supervisor No Req

Approved
 ✓ McCracken, Stacy (VDOT)
 Buyer's Supervisor
 04/18/13 - 12:06 PM

Comments
 McCracken, Stacy (VDOT) at 04/18/13 - 12:06 PM
 Approved

[Return to Worklist](#)

48 Click on **Edit PO** button.



Maintain Purchase Order

Purchase Order

Business Unit: 50100
 PO ID: 0001056490
 Copy From: [Dropdown]
 PO Status: Approved X
☐ Hold From Further Processing

Header

*PO Date: 04/18/2013 Vendor Search
 Vendor: TELVENT US-001 Vendor Details
 *Vendor ID: 0000034409 Telvent USA, LLC
 *Buyer: MIKE HALL Hall, Mike (VDOT)
 PO Reference: NORTHERN REGION TOC OPERATIONS

Web IMS?: ☐

Header Details Activity Summary Use Procurement Card
 PO Defaults Document Status
 Requisitions Edit Comments
 PO Activities Add ShipTo Comments

Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch
 R01 Routine Bill Vendor
 eVA PO Type: PRNT
 eVA Order Method: NSEV
 eVA Interfaced:
 eVA Dttm:

Amount Summary

Merchandise: 5,661,072.40
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 5,661,072.40 USD

Add Items From Catalog Item Search

Select Lines To Display
 Line: [Dropdown] To: [Dropdown] Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN	1.0000	EA	968848	5,661,072.40000	5,661,072.40	Approved

View Approvals

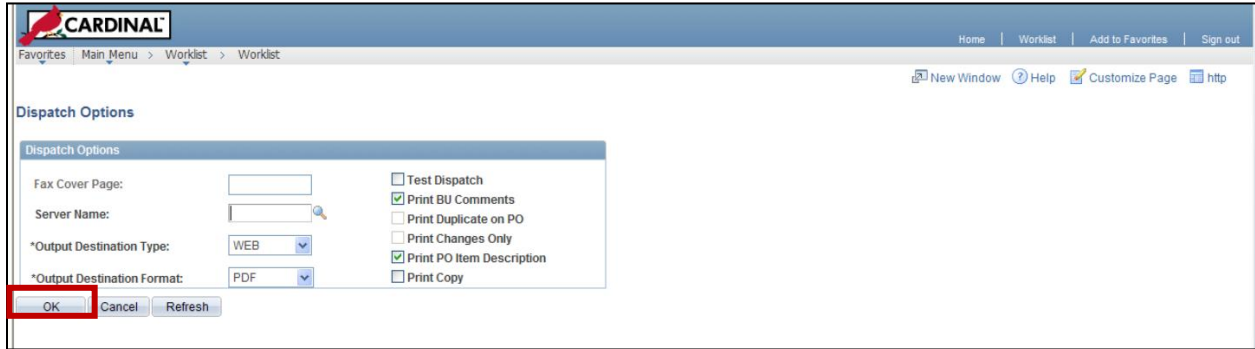
Close Short All Lines *Go to: More

Save Return to Search Notify Refresh Add Update/Display

49 PO is displayed and shows **PO Status** of **Approved**.

50 Click on **Dispatch** button.

Professional Services Purchase Orders



CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Help | Customize Page | http

Dispatch Options

Dispatch Options

Fax Cover Page: ☐ Test Dispatch

Server Name: ☒ Print BU Comments

*Output Destination Type: WEB ☐ Print Duplicate on PO

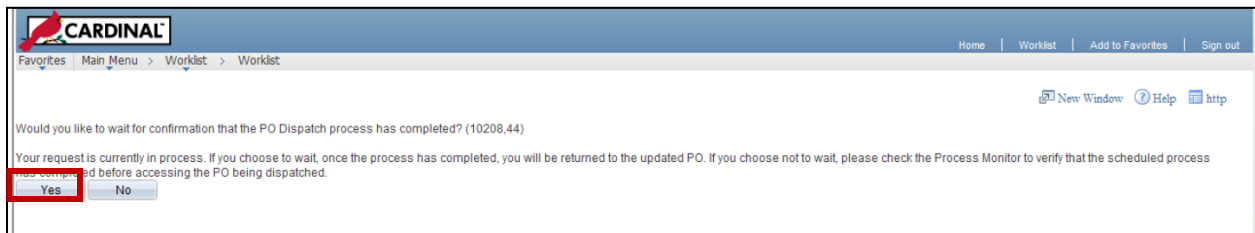
*Output Destination Format: PDF ☐ Print Changes Only

☒ Print PO Item Description

☐ Print Copy

OK Cancel Refresh

51 Click **OK**.



CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

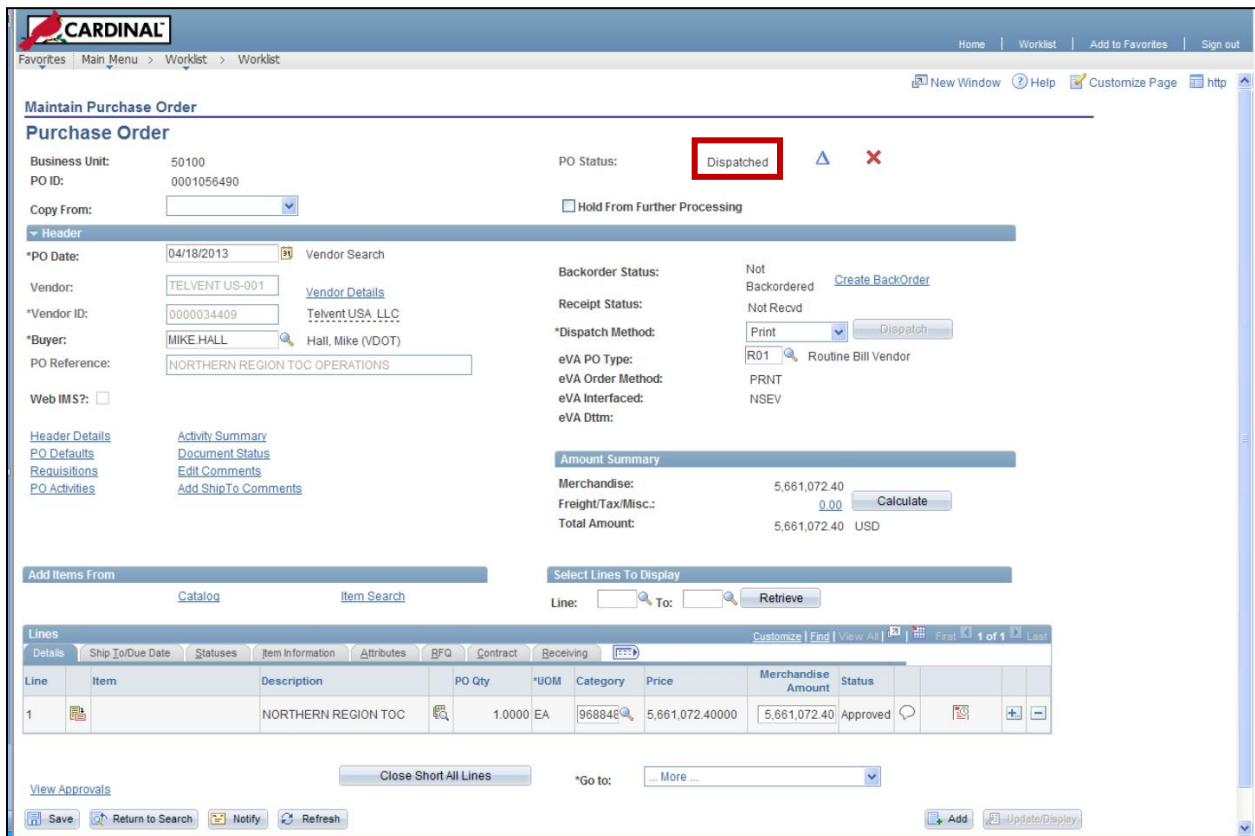
New Window | Help | http

Would you like to wait for confirmation that the PO Dispatch process has completed? (10208,44)

Your request is currently in process. If you choose to wait, once the process has completed, you will be returned to the updated PO. If you choose not to wait, please check the Process Monitor to verify that the scheduled process has completed before accessing the PO being dispatched.

Yes No

52 Click **Yes**.



CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

New Window | Help | Customize Page | http

Maintain Purchase Order

Purchase Order

Business Unit: 50100 PO ID: 0001056490

Copy From: ☐ Hold From Further Processing

PO Status: **Dispatched**

Header

*PO Date: 04/18/2013 Vendor Search

Vendor: TELVENT US-001 Vendor Details

*Vendor ID: 0000034409 Telvent USA, LLC

*Buyer: MIKE HALL Hall, Mike (VDOT)

PO Reference: NORTHERN REGION TOC OPERATIONS

Web IMS?: ☐

Backorder Status: Not Backordered Create BackOrder

Receipt Status: Not Recvd

*Dispatch Method: Print Dispatch

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: PRNT

eVA Interfaced: NSEV

eVA Dttm:

Amount Summary

Merchandise: 5,661,072.40

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 5,661,072.40 USD

Add Items From Catalog Item Search

Select Lines To Display

Line: To: Retrieve

Lines

Details | Ship To/Due Date | Statuses | Item Information | Attributes | BFQ | Contract | Beceiving

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN REGION TOC	1.0000	EA	968846	5,661,072.40000	5,661,072.40	Approved

View Approvals

Close Short All Lines


*Go to: ... More ...

Save Return to Search Notify Refresh Add Update/Display

53 Once the Purchase Order is **Dispatched**, the PO is **completed** and ready to accept Vouchers.

MANAGING TASK ORDERS

Note: Typically, the Purchase Order is your principal tracking document and represents all activity related to the contract. Line 1 of the PO should represent the entire value of the contract. Each subsequent line should represent a Task Order executed against the contract.


Home | Worklist | Add to Favorites | Sign out

[Favorites](#) | [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

Contract Entry

Contract

SetID: STATE
Contract ID: 000000000000000000041135
*Status: Approved
Administrator/Buyer: FREDERICK HAASCH

Contract Version
Version: 1 Status: Current
[New Version](#) Approved Date: 11/28/2012
Haasch, Frederick G. (VDOT)

Process Option: Purchase Order
Vendor: TELVENT US-001
Vendor ID: 0000034409 Telvent USA LLC
Begin Date: 12/06/2012
Expire Date: 12/31/2013
Renewal Date:
Currency: USD CRRNT
Primary Contact: 1 Accounts Payable
Vendor Contract Ref:
Description: NORTHERN REGION TOC OPERATIONS
Master Contract ID:
☐ Tax Exempt

[Add Comments](#)
[Contract Activities](#)
[Primary Contact Info](#)
[Contract Releases](#)
[Amount Summary](#)
Maximum Amount: 5,661,072.40 USD
Line Item Released Amount: 5,661,072.40
Category Released Amount: 0.00
Open Item Released Amount: 0.00
Total Released Amount: 5,661,072.40
Remaining Amount: 0.00
Remaining Percent: 0.00

[Activity Log](#)
[Document Status](#)
[Thresholds & Notifications](#)
[View Changes](#)
[Current Change Reason](#)
[Contract Reference](#)

[Order Contract Options](#)

[Catalog Search](#)
[Item Search](#)
[Search for Contract Lines](#)

TRAFFIC CONTROL SERVICES

Lines

Customize Find View All 1 of 1 Last


Details	Order By Amount	Item Information	Default Schedule	Release Amounts	Release Quantities	Line Groupings	Include for Release	Status
Line	Item	Description	UOM	Category				
1		NORTHERN REGION TOC	EA	9688480			<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#)
[Category Search](#)

54 Typical Professional Services type contract in Cardinal as shown.

55 Click on **Document Status** hyperlink.

Professional Services Purchase Orders


[Home](#)
[Worklist](#)
[Add to Favorites](#)
[Sign out](#)

[Favorites](#)
[Main Menu](#)
[Procurement Contracts](#)
[Review Contract Information](#)
[Document Status](#)

[New Window](#)
[Help](#)
[Customize Page](#)
[http](#)

Document Status

SetID:

STATE

Contract:

0000000000000000000041135

Document Date:

12/06/2012

Status:

Approved

Currency:

USD

Document Type:

Contract

Buyer:

Haasch, Frederick G. (VDOT)

Released Amount:

5,661,072.40

Short Vendor Name:

TELVENT US-001

Associated Document

Customize | Find | View All | First 1-3 of 3 Last


Documents	Related Info	12/21/12					
Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
50100	Purchase Order	0001056490	Dispatched	04/18/2013	0000034409	MAIN	
50100	Requisition	0002032115	Approved	10/09/2012			
50100	Strategic Sourcing Event	0000150693	Awarded	11/28/2012			

[Return to Search](#)

56 Related Documents to that contract are displayed.

57 You may click on any hyperlink to view/inquire document details. **Note:** PO ID # shown.

Update PO and add a Task Order as follows:

 **CARDINAL**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window Help http

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Maximum number of rows to return (up to 300):

Business Unit:

=

PO ID:

begins with

Purchase Order Date:

=

PO Status:

=

Short Vendor Name:

begins with

Vendor ID:

begins with

Vendor Name:

begins with

Buyer:

begins with

Buyer Name:

begins with

PO Type:


=

Purchase Order Reference:

begins with

Hold From Further Processing
☐

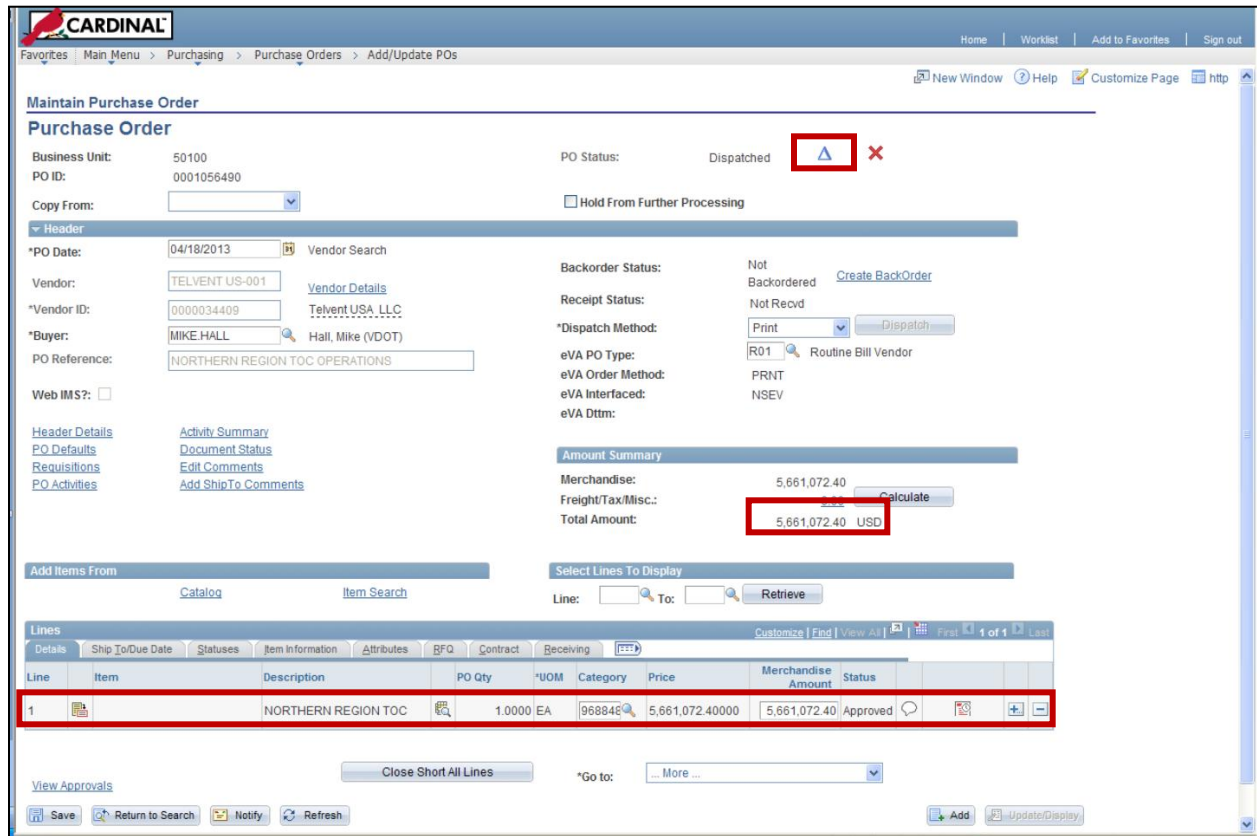
☐ Case Sensitive

SearchClearBasic Search Save Search Criteria

Find an Existing Value | Add a New Value



58 Navigate as shown and enter PO ID.

59 Click on **Search** button.



Maintain Purchase Order

Purchase Order

Business Unit: 50100
PO ID: 0001055490
Copy From: [Dropdown]
PO Status: Dispatched  

☐ Hold From Further Processing

Header

*PO Date: 04/18/2013 Vendor Search
Vendor: TELVENT US-001 Vendor Details
*Vendor ID: 0000034409 Telvent USA, LLC
*Buyer: MIKE HALL Hall, Mike (VDOT)
PO Reference: NORTHERN REGION TOC OPERATIONS
Web IMS?: ☐

Header Details: Activity Summary, PO Defaults, Requisitions, PO Activities
Document Status, Edit Comments, Add ShipTo Comments

Backorder Status: Not Backordered Create BackOrder
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch
eVA PO Type: R01 Routine Bill Vendor
eVA Order Method: PRNT
eVA Interfaced: NSEV
eVA Dttm:

Amount Summary

Merchandise: 5,661,072.40
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 5,661,072.40 USD

Add Items From Catalog Item Search

Select Lines To Display
Line: [] To: [] Retrieve

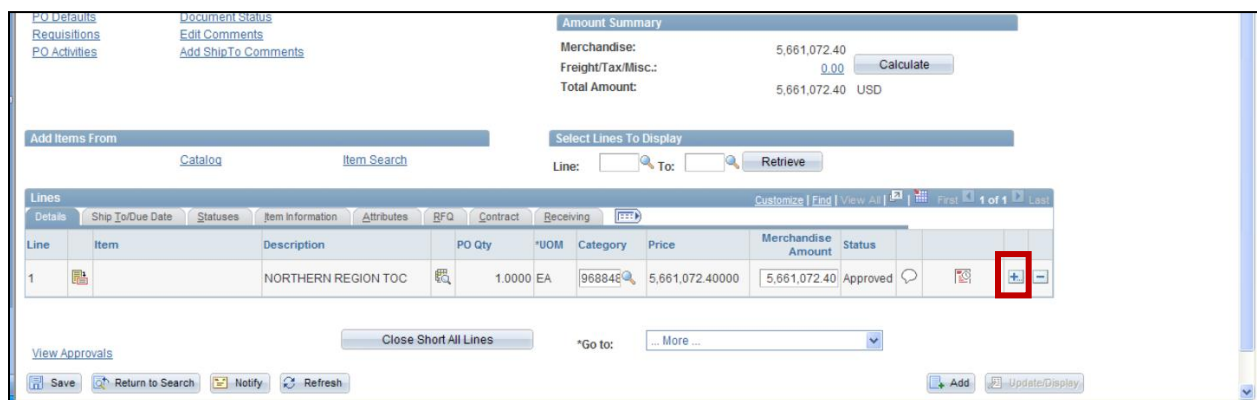
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN REGION TOC	1.0000	EA	968848	5,661,072.40000	5,661,072.40	Approved

View Approvals Close Short All Lines *Go to: More ...

Save Return to Search Notify Refresh Add Update/Display

60 PO is displayed as shown and matches contract value with one line only.

61 Click on Change Order icon.



Amount Summary

Merchandise: 5,661,072.40
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 5,661,072.40 USD

Add Items From Catalog Item Search

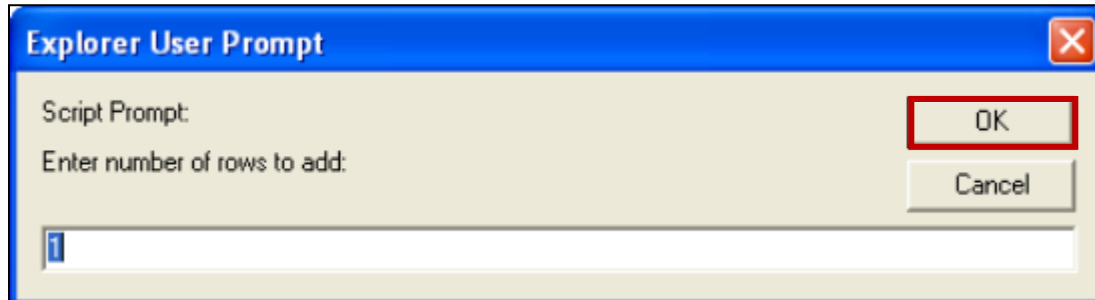
Select Lines To Display
Line: [] To: [] Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN REGION TOC	1.0000	EA	968848	5,661,072.40000	5,661,072.40	Approved

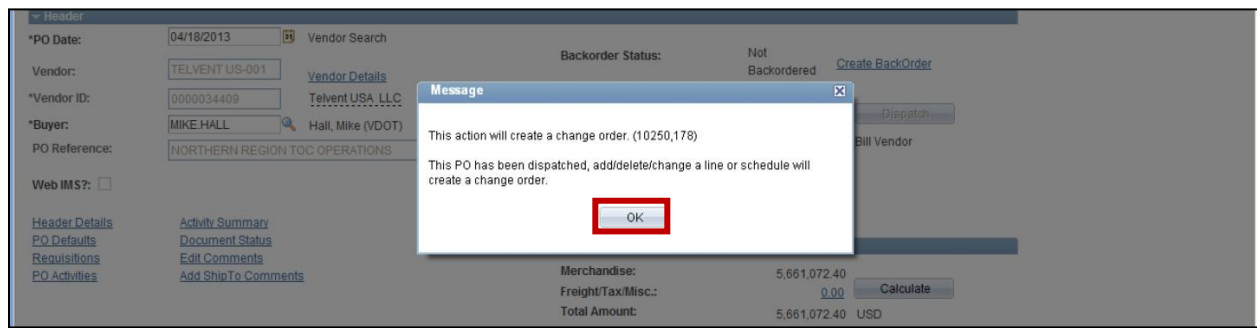
View Approvals Close Short All Lines *Go to: More ...

Save Return to Search Notify Refresh Add Update/Display

62 Click on plus+ sign to add a row.



63 Select quantity of rows to be created and click **OK**.



64 Message is displayed as shown.

65 Click **OK**.

Professional Services Purchase Orders

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Maintain Purchase Order

Purchase Order

Business Unit: 50100

PO ID: 0001056490

Copy From:

PO Status: Dispatched

☐ Hold From Further Processing

Header

*PO Date: 04/18/2013 Vendor Search

Vendor: TELVENT US-001 [Vendor Details](#)

*Vendor ID: 0000034409 Telvent USA, LLC

*Buyer: MIKE HALL Hall, Mike (VDOT)

PO Reference: NORTHERN REGION TOC OPERATIONS

Web IMS?: ☐

[Header Details](#)
[PO Defaults](#)
[Requisitions](#)
[PO Activities](#)

Activity Summary

[Document Status](#)

[Edit Comments](#)

[Add ShipTo Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print [Dispatch](#)

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: PRINT

eVA Interfaced: NSEV

eVA Dttm:

Amount Summary

Merchandise: 5,661,072.40

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 5,661,072.40 USD

Add Items From

[Catalog](#) [Item Search](#)

Select Lines To Display

Line: To: [Retrieve](#)

Lines											
Details Ship To/Due Date Statuses Item Information Attributes RFQ Contract Receiving BOL											
Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		NORTHERN REGION TOC		1.0000	EA	968848	5,661,072.40000	5,661,072.40	Approved		
2		<input type="text"/>		<input type="text"/>	<input type="text"/>	0	0.000	Pending			

[View Approvals](#)
[Close Short All Lines](#)

*Go to:

2nd line is shown and available for insertion of values.

PO Details Document Status			Amount Summary	
Requisitions Edit Comments			Merchandise:	5,661,072.40
PO Activities Add ShipTo Comments			Freight/Tax/Misc.:	0.00
			Total Amount:	5,661,072.40 USD
			<input type="button" value="Calculate"/>	

Add Items From			Select Lines To Display
Catalog		Item Search	Line: <input type="text"/> To: <input type="text"/> <input type="button" value="Retrieve"/>

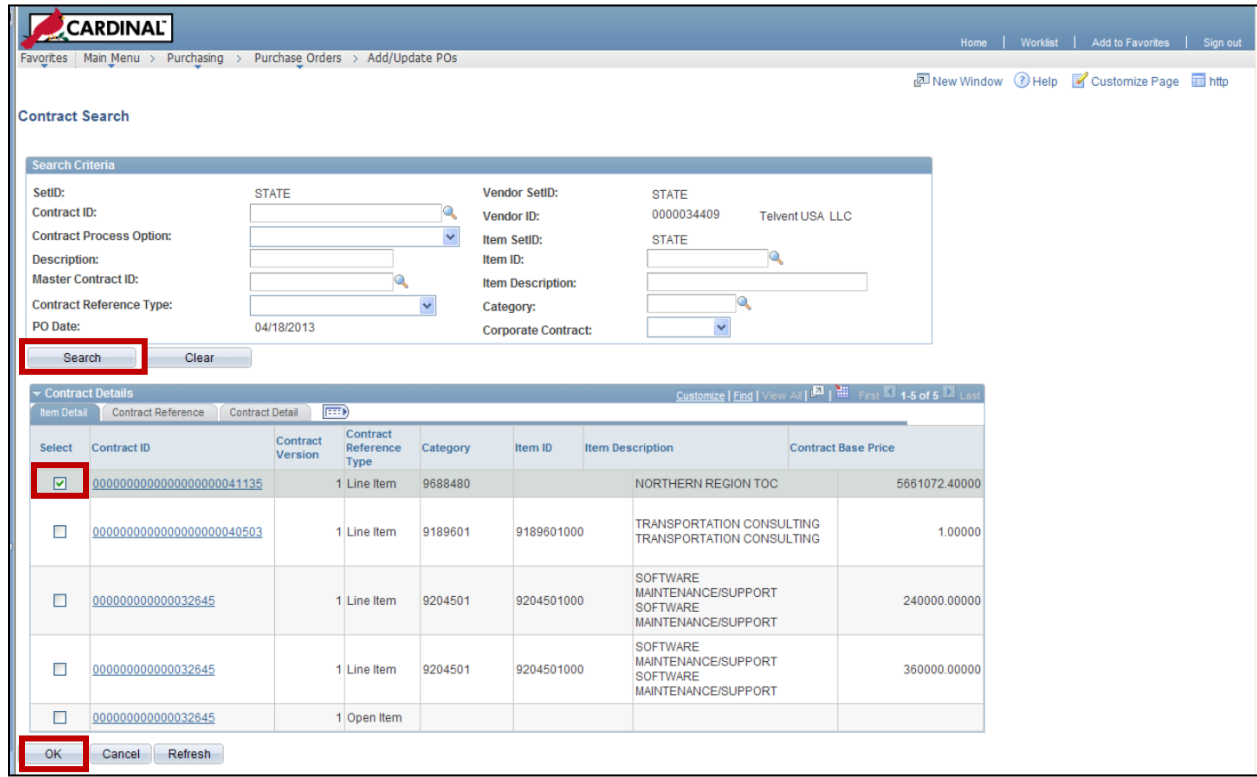
Lines										
Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFQ	Contract	Receiving	<input type="button" value="REF"/>		
Line	Item	Description		SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone LI
1		NORTHERN REGION TOC		STATE	000000000000000000041135	1	1	<input type="text"/>	1	
2		<input type="text"/>		STATE	<input type="text"/>			<input type="text"/>		

<input type="button" value="Close Short All Lines"/>	*Go to: <input type="text"/> More ...
--	---------------------------------------

[View Approvals](#)

- 66** Click on **Contract** tab.
- 67** Click on Contract Search icon.

Professional Services Purchase Orders



Contract Search

Search Criteria

SetID: STATE Vendor SetID: STATE
 Contract ID: Vendor ID: 0000034409 Telvent USA LLC
 Contract Process Option: Item SetID: STATE
 Description: Item ID:
 Master Contract ID: Item Description:
 Contract Reference Type: Category:
 PO Date: 04/18/2013 Corporate Contract:

Search **Clear**

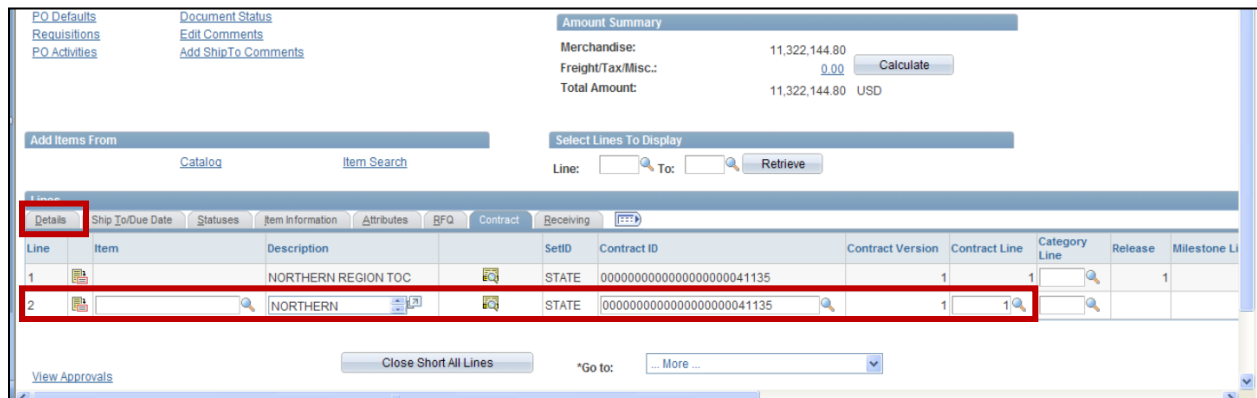
Contract Details

Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price
<input checked="" type="checkbox"/>	0000000000000000000000041135	1	Line Item	9688480		NORTHERN REGION TOC	5661072.40000
<input type="checkbox"/>	000000000000000000000040503	1	Line Item	9189601	9189601000	TRANSPORTATION CONSULTING TRANSPORTATION CONSULTING	1.00000
<input type="checkbox"/>	000000000000000000000032645	1	Line Item	9204501	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	240000.00000
<input type="checkbox"/>	000000000000000000000032645	1	Line Item	9204501	9204501000	SOFTWARE MAINTENANCE/SUPPORT SOFTWARE MAINTENANCE/SUPPORT	360000.00000
<input type="checkbox"/>	000000000000000000000032645	1	Open Item				

OK **Cancel** **Refresh**

68 Click the **Search** Button.

69 Select the contract/line and click **OK**.



Amount Summary

Merchandise: 11,322,144.80
 Freight/Tax/Misc.: 0.00 **Calculate**
 Total Amount: 11,322,144.80 USD

Contract Details

Line	Item	Description	SetID	Contract ID	Contract Version	Contract Line	Category Line	Release	Milestone Li
1		NORTHERN REGION TOC	STATE	0000000000000000000000041135	1	1		1	
2		NORTHERN	STATE	0000000000000000000000041135	1	1			

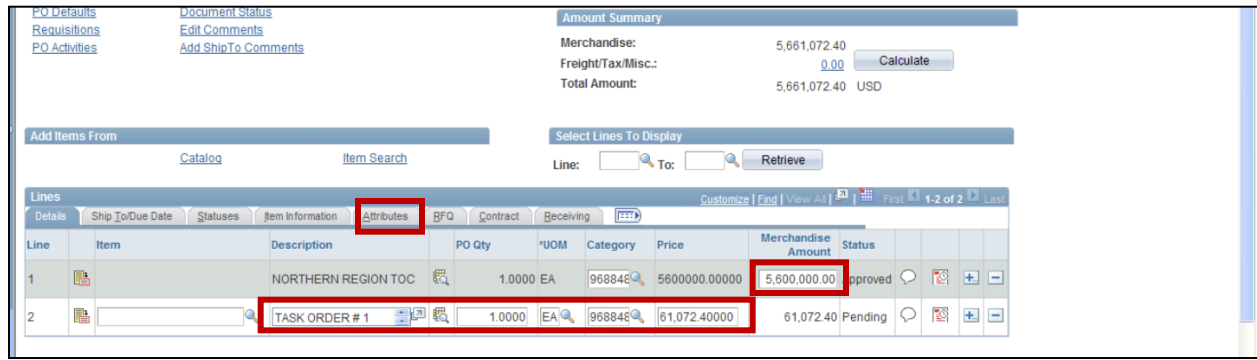
Details **Ship To/Due Date** **Statuses** **Item Information** **Attributes** **BFQ** **Contract** **Receiving**

View Approvals **Close Short All Lines** *Go to: **More**

70 **Contract ID**, **Description** and **Contract Line #** default into the line.

71 Click the **Details** tab.

Professional Services Purchase Orders



Amount Summary

Merchandise:	5,661,072.40
Freight/Tax/Misc.:	0.00
Total Amount:	5,661,072.40 USD

Lines

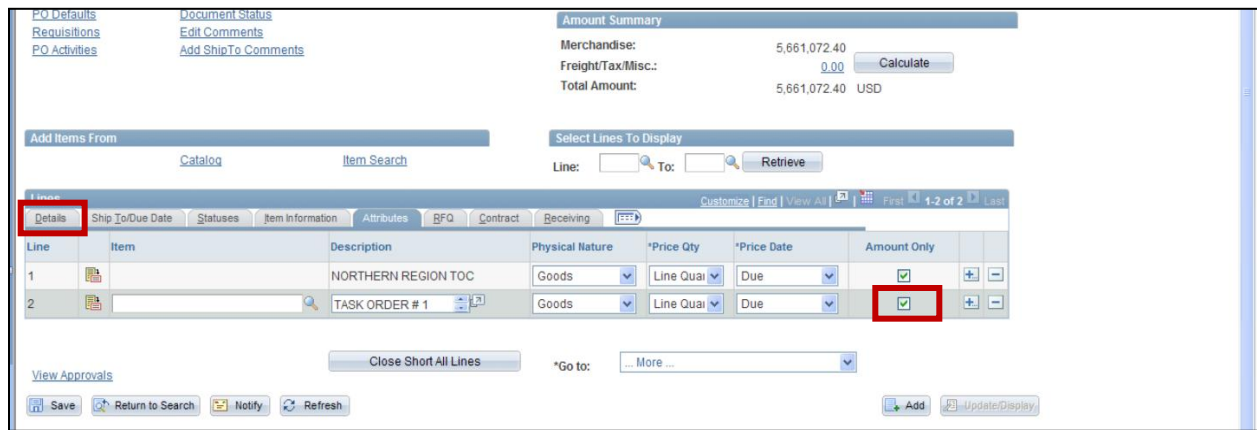
Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN REGION TOC	1.0000	EA	968846	5600000.00000	5,600,000.00	approved
2		TASK ORDER # 1	1.0000	EA	968846	61,072.40000	61,072.40	Pending

72 Edit Description text to identify the Task Order.

73 Insert the value of the Task Order.

74 Decrement line # 1 by the amount of the Task Order. **Note:** The sum of all lines shall always equal the original amount of the PO.

75 Click the **Attributes** tab.



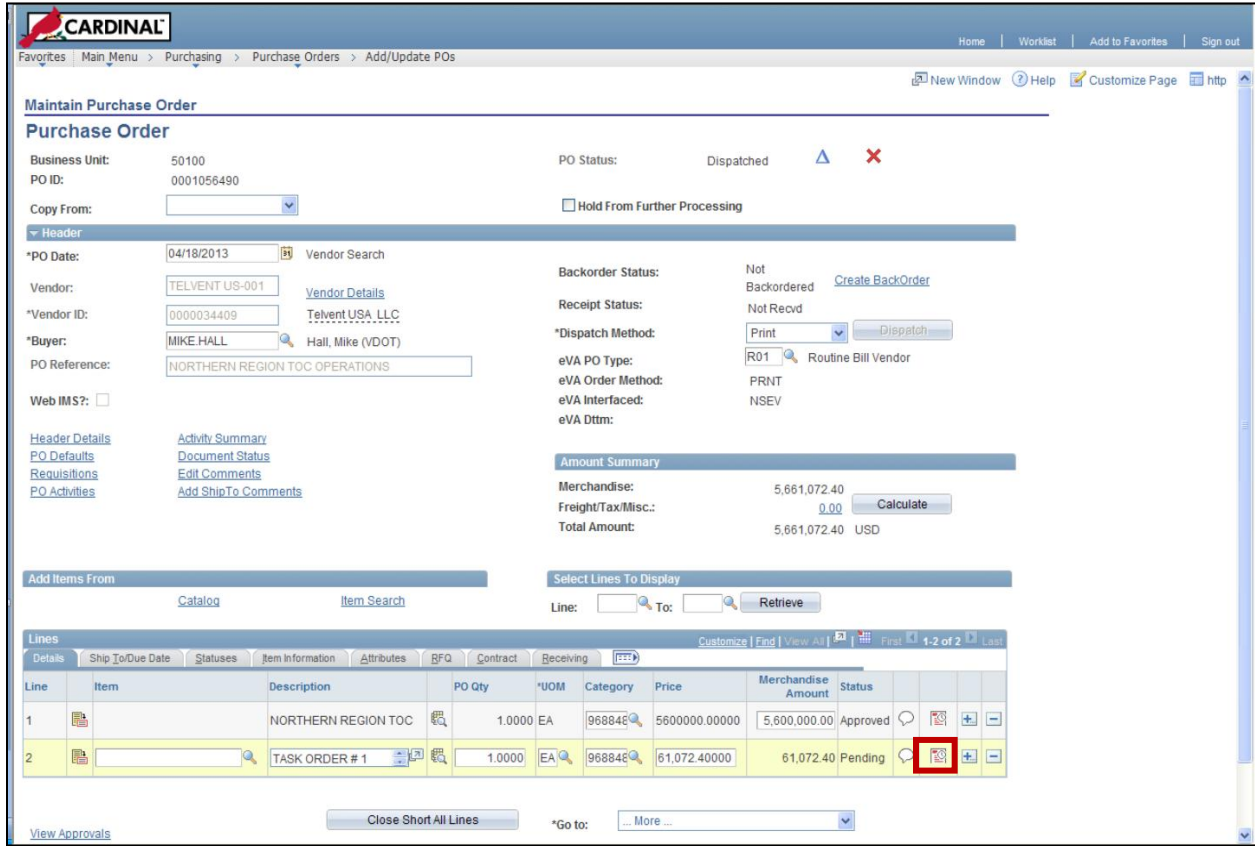
Details

Line	Item	Description	Physical Nature	*Price Qty	*Price Date	Amount Only
1		NORTHERN REGION TOC	Goods	Line Quai	Due	<input checked="" type="checkbox"/>
2		TASK ORDER # 1	Goods	Line Quai	Due	<input checked="" type="checkbox"/>

76 Check the **Amount Only** checkbox.

77 Click the **Details** tab.

Professional Services Purchase Orders



Maintain Purchase Order

Purchase Order

Business Unit: 50100 PO Status: Dispatched

PO ID: 0001056490

Copy From: [Dropdown]

☐ Hold From Further Processing

Header

*PO Date: 04/18/2013 Vendor Search

Vendor: TELVENT US-001 Vendor Details

*Vendor ID: 0000034409 Telvent USA, LLC

*Buyer: MIKE.HALL Hall, Mike (VDOT)

PO Reference: NORTHERN REGION TOC OPERATIONS

Web IMS?: ☐

Header Details Activity Summary
PO Defaults Document Status
Requisitions Edit Comments
PO Activities Add ShipTo Comments

Backorder Status: Not Backordered Create BackOrder

Receipt Status: Not Recd

*Dispatch Method: Print Dispatch

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: PRNT

eVA Interfaced: NSEV

eVA Dttm:

Amount Summary

Merchandise: 5,661,072.40

Freight/Tax/Misc.: 0.00 Calculate

Total Amount: 5,661,072.40 USD

Add Items From Catalog Item Search

Select Lines To Display

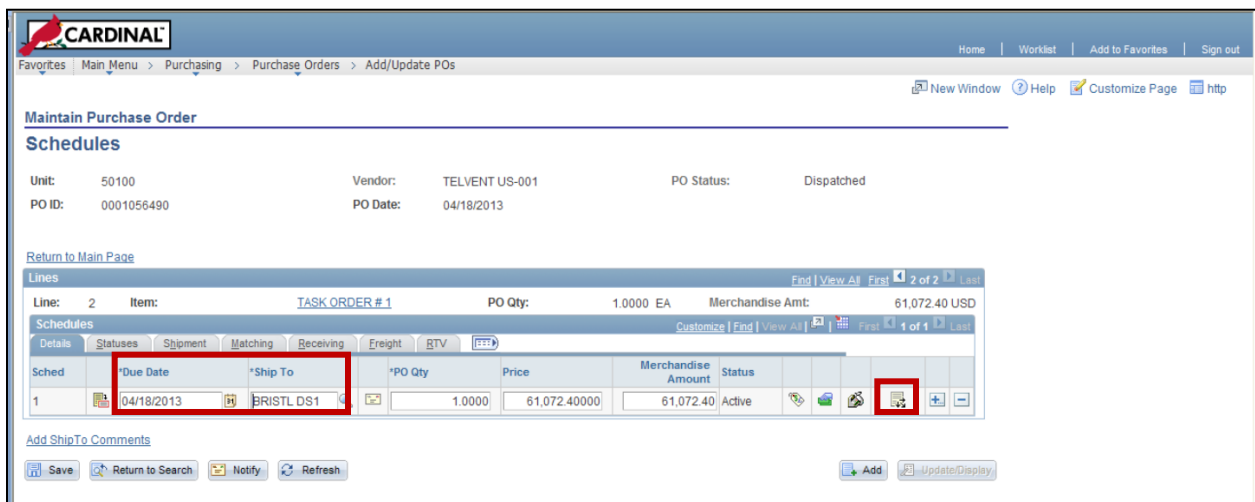
Line: [Dropdown] To: [Dropdown] Retrieve

Lines

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status			
1		NORTHERN REGION TOC	1.0000	EA	968846	5600000.00000	5,600,000.00	Approved			
2		TASK ORDER # 1	1.0000	EA	968846	61,072.40000	61,072.40	Pending			

Close Short All Lines *Go to: ... More ...

78 Click the **Schedule** icon.



Maintain Purchase Order

Schedules

Unit: 50100 Vendor: TELVENT US-001 PO Status: Dispatched

PO ID: 0001056490 PO Date: 04/18/2013

Return to Main Page

Lines

Line: 2 Item: TASK ORDER # 1 PO Qty: 1.0000 EA Merchandise Amt: 61,072.40 USD

Schedules

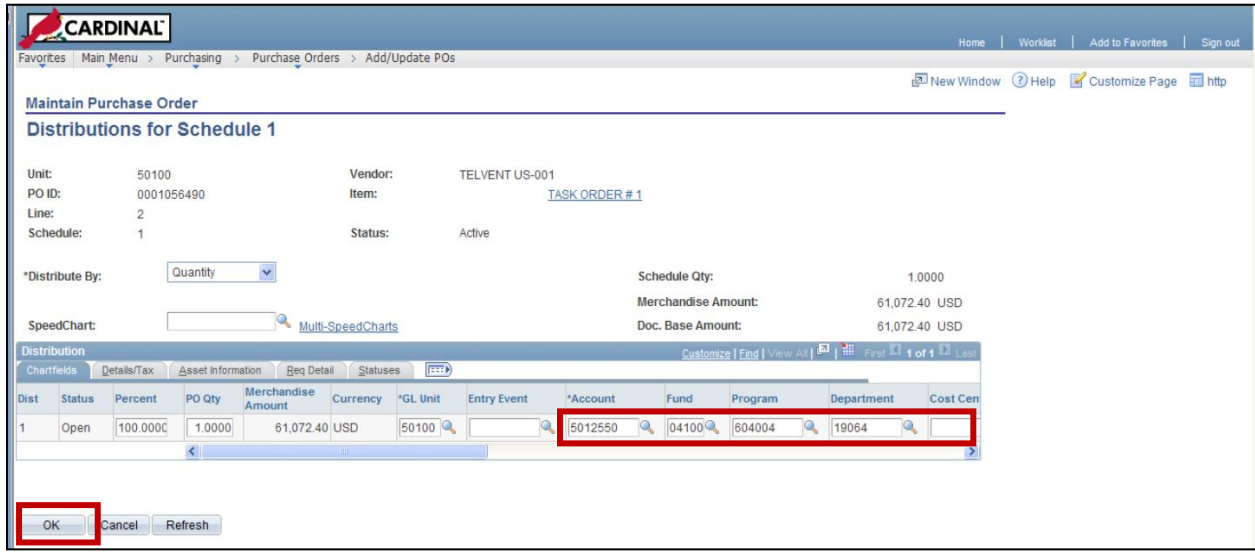
Sched	Due Date	Ship To	PO Qty	Price	Merchandise Amount	Status			
1	04/18/2013	BRISTL DS1	1.0000	61,072.40000	61,072.40	Active			

Add ShipTo Comments

Save Return to Search Notify Refresh Add Update/Display

79 Edit **Due Date** and **Ship To**, specific to this Task Order, if necessary.

80 Click the **Distribution** icon.



Maintain Purchase Order

Distributions for Schedule 1

Unit: 50100 Vendor: TELVENT US-001
 PO ID: 0001056490 Item: [TASK ORDER # 1](#)
 Line: 2 Status: Active
 Schedule: 1

*Distribute By: Quantity Schedule Qty: 1.0000
 Merchandise Amount: 61,072.40 USD
 Doc. Base Amount: 61,072.40 USD

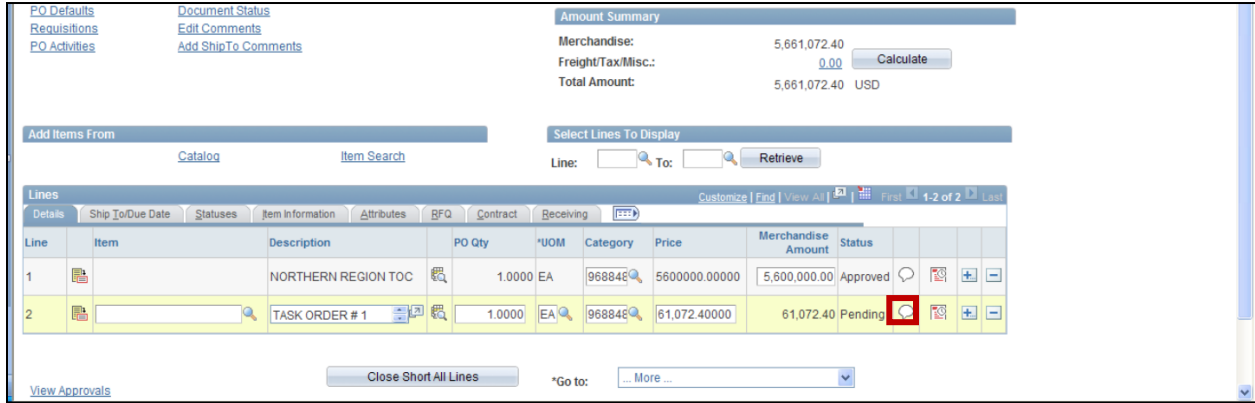
SpeedChart: [Multi-SpeedCharts](#)

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Cen
1	Open	100.0000	1.0000	61,072.40	USD	50100		5012550	04100	604004	19064	

OK Cancel Refresh

81 Enter the Task Order project chart of accounts.

82 Click **OK** and return to main page.




[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Edit Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)

Amount Summary

Merchandise: 5,661,072.40
 Freight/Tax/Misc.: 0.00 [Calculate](#)
 Total Amount: 5,661,072.40 USD

Add Items From: [Catalog](#) [Item Search](#)

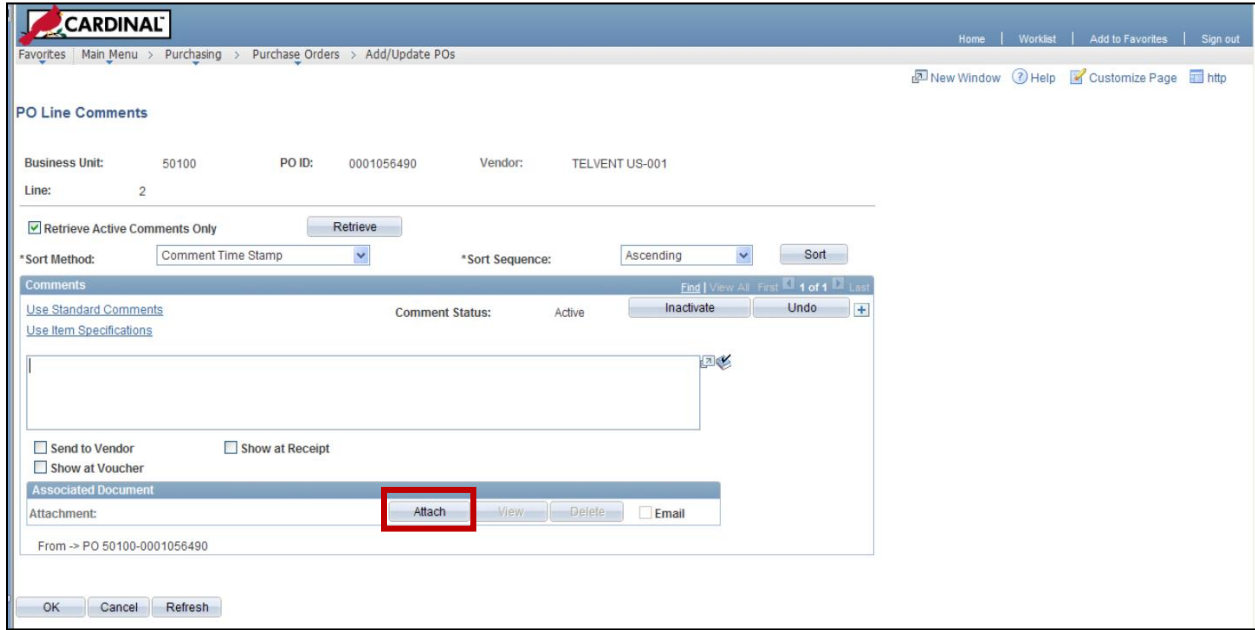
Select Lines To Display
 Line: To: [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		NORTHERN REGION TOC	1.0000	EA	96884E	5600000.00000	5,600,000.00	Approved				
2		TASK ORDER # 1	1.0000	EA	96884E	61,072.40000	61,072.40	Pending				

[View Approvals](#) [Close Short All Lines](#) *Go to: [More ...](#)

83 Click the **Comments** icon.

Professional Services Purchase Orders



CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window | Help | Customize Page | http

PO Line Comments

Business Unit: 50100 PO ID: 0001056490 Vendor: TELVENT US-001

Line: 2

☒ Retrieve Active Comments Only

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments Find | View All | First | 1 of 1 | Last

[Use Standard Comments](#) Comment Status: Active

[Use Item Specifications](#)

☐ Send to Vendor ☐ Show at Receipt

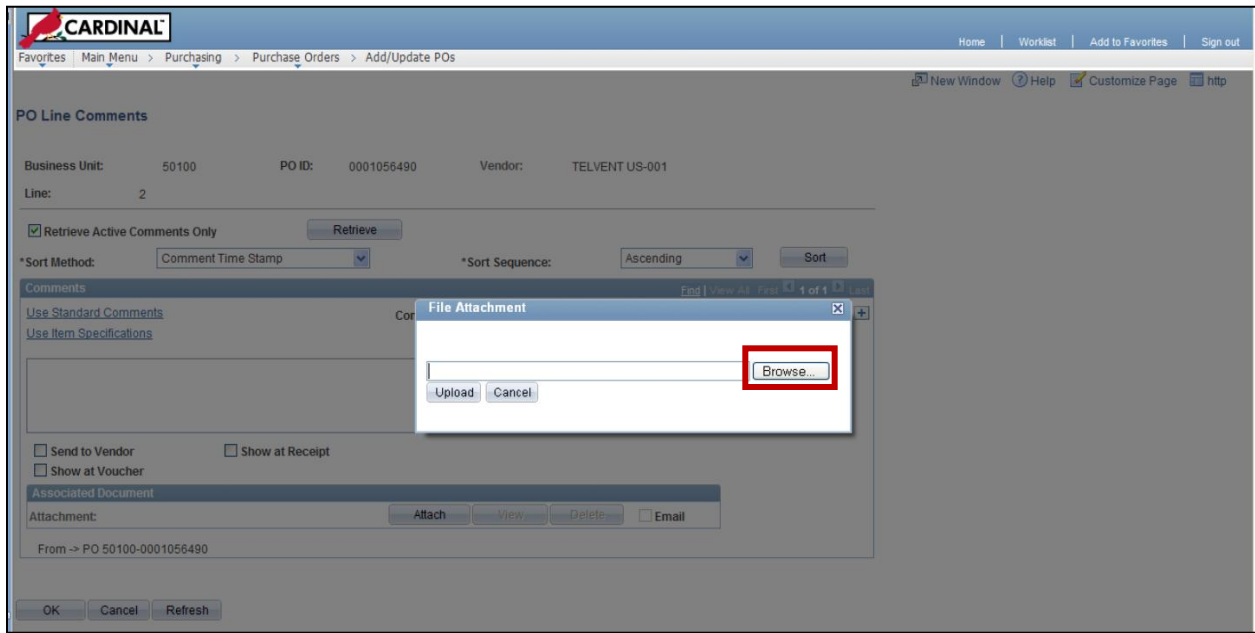
☐ Show at Voucher

Associated Document

Attachment: ☐ Email

From -> PO 50100-0001056490

84 Click on the **Attach** button to insert Task Order related documents.



CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Purchasing > Purchase Orders > Add/Update POs

New Window | Help | Customize Page | http

PO Line Comments

Business Unit: 50100 PO ID: 0001056490 Vendor: TELVENT US-001

Line: 2

☒ Retrieve Active Comments Only

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments Find | View All | First | 1 of 1 | Last

[Use Standard Comments](#) Cor

[Use Item Specifications](#)

☐ Send to Vendor ☐ Show at Receipt

☐ Show at Voucher

Associated Document

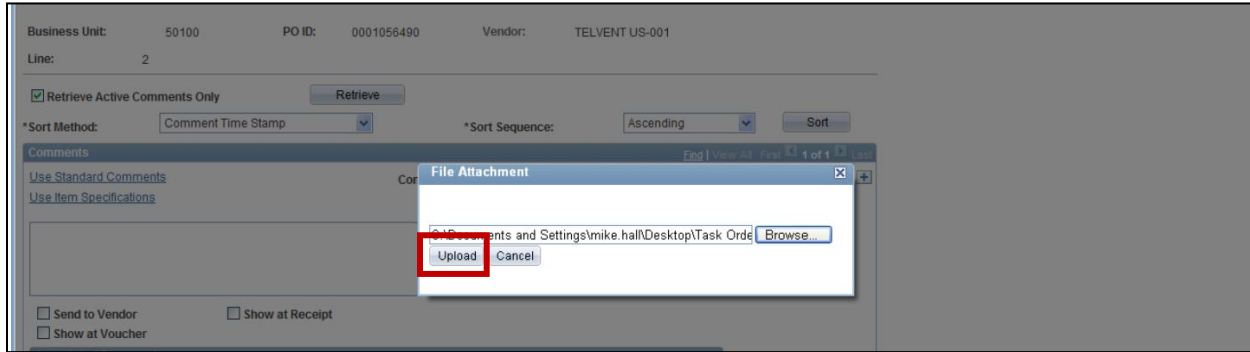
Attachment: ☐ Email

From -> PO 50100-0001056490

File Attachment [X]

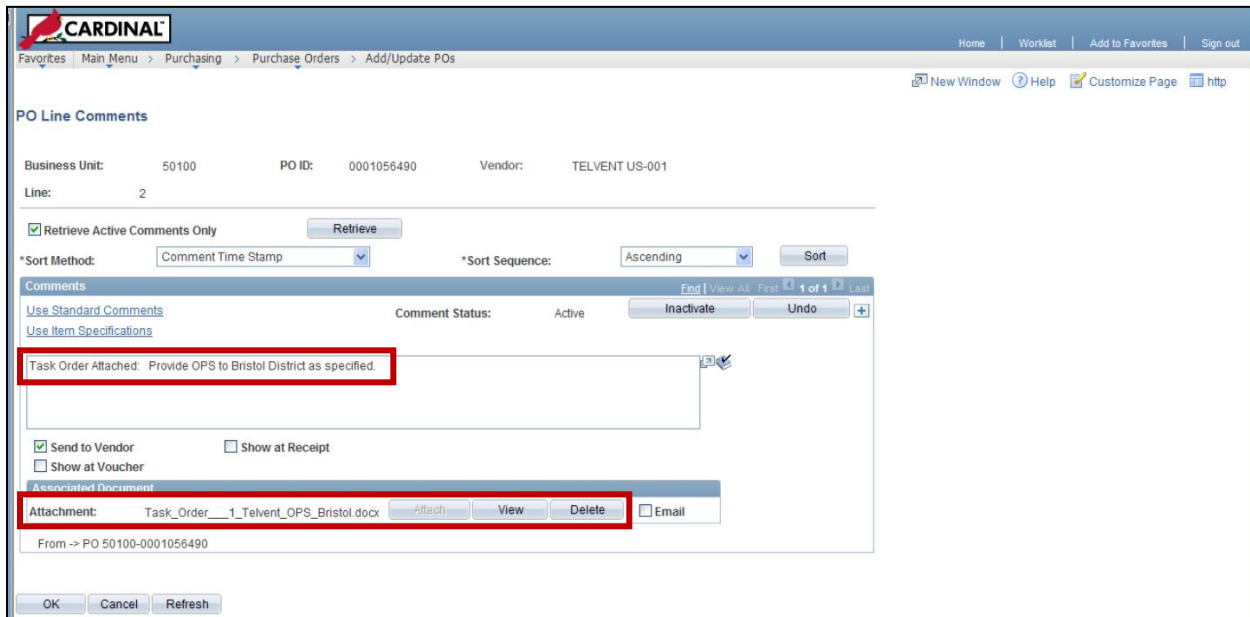
85 Click on the **Browse** button.

Professional Services Purchase Orders



86 Select the related document from a file or desktop.

87 Click Upload button.

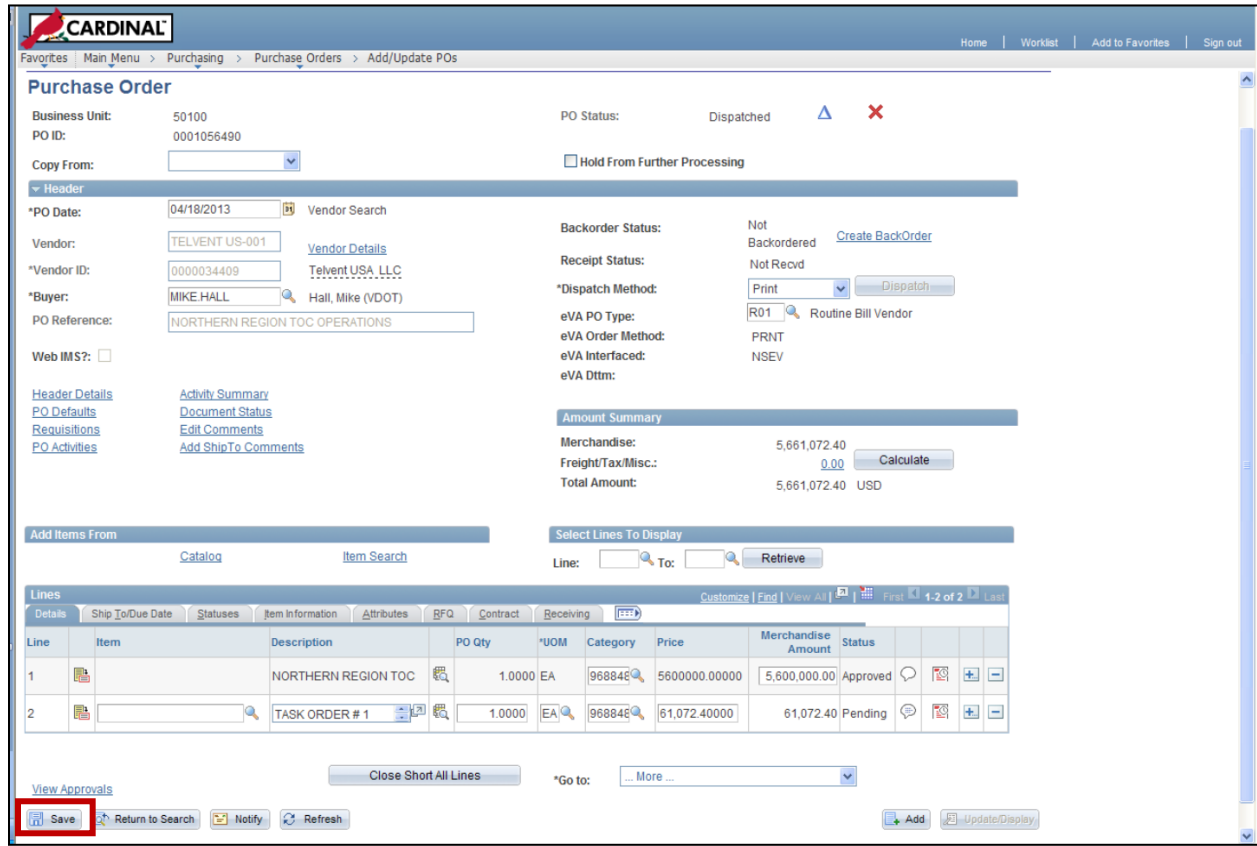


88 Document is attached to Line # 2.

89 Enter text comment.

90 Click **OK**.

Professional Services Purchase Orders



Purchase Order

Business Unit: 50100
PO ID: 0001056490
Copy From: [Dropdown]
PO Status: Dispatched
☐ Hold From Further Processing

Header

*PO Date: 04/18/2013 Vendor Search
Vendor: TELVENT US-001 Vendor Details
*Vendor ID: 0000034409 Telvent USA, LLC
*Buyer: MIKE.HALL Hall, Mike (VDOT)
PO Reference: NORTHERN REGION TOC OPERATIONS
Web IMS?: ☐

Header Details: Activity Summary
PO Defaults: Document Status
Requisitions: Edit Comments
PO Activities: Add ShipTo Comments

Backorder Status: Not Backordered Create BackOrder
Receipt Status: Not Recvd
*Dispatch Method: Print Dispatch
eVA PO Type: R01 Routine Bill Vendor
eVA Order Method: PRNT
eVA Interfaced: NSEV
eVA Dttm:

Amount Summary

Merchandise: 5,661,072.40
Freight/Tax/Misc.: 0.00 Calculate
Total Amount: 5,661,072.40 USD

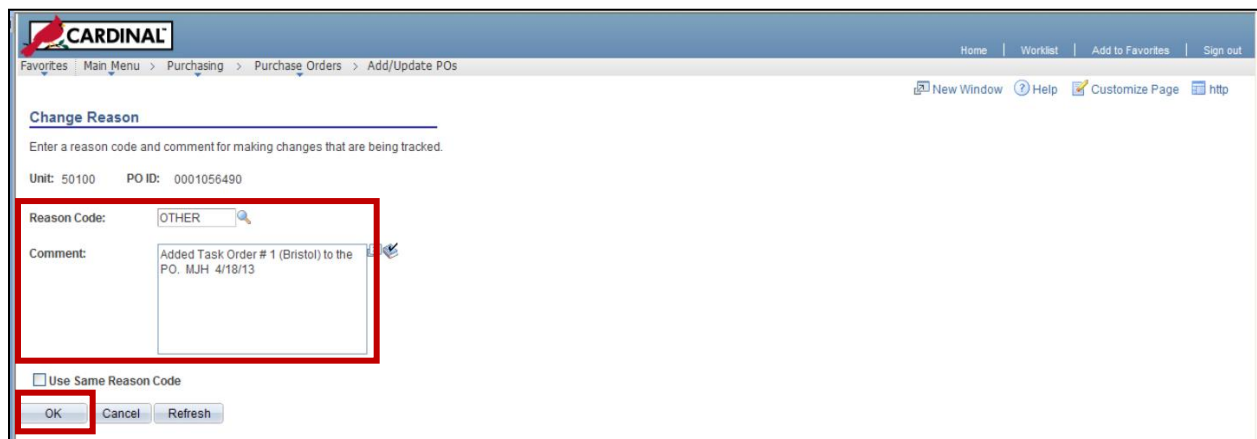
Add Items From: Catalog Item Search
Select Lines To Display: Line: To: Retrieve

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		NORTHERN REGION TOC	1.0000	EA	968846	5600000.00000	5,600,000.00	Approved
2		TASK ORDER # 1	1.0000	EA	968846	61,072.40000	61,072.40	Pending

View Approvals Close Short All Lines *Go to: More ...

Save Return to Search Notify Refresh Add Update/Display

91 Click **Save**.



Change Reason

Enter a reason code and comment for making changes that are being tracked.

Unit: 50100 PO ID: 0001056490

Reason Code: OTHER
Comment: Added Task Order # 1 (Bristol) to the PO. MJH 4/18/13

☐ Use Same Reason Code

OK Cancel Refresh



92 Enter **Reason Code** and **Comment**.

93 Click **OK**.

Professional Services Purchase Orders

Purchase Order

Business Unit: 50100 PO ID: 0001056490 Change Order: 1

PO Status: **Pend Appr**  

Copy From: [Current Change Reason](#)

Header

*PO Date: 04/18/2013 Vendor Search

Vendor: TELVENT US-001 [Vendor Details](#)

*Vendor ID: 0000034409 Telvent USA LLC

*Buyer: MIKE HALL [Hall, Mike \(VDOT\)](#)

PO Reference: NORTHERN REGION TOC OPERATIONS

Web IMS?: ☐

[Header Details](#) [PO Defaults](#) [Requisitions](#) [PO Activities](#)

[Activity Summary](#) **Document Status** [Add Ship To Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method: Print [Dispatch](#)

eVA PO Type: R01 [Routine Bill Vendor](#)

eVA Order Method: PRNT

eVA Interfaced: NSEV

eVA Dtm:

Amount Summary

Merchandise: 5,661,072.41

Freight/Tax/Misc.: 0.00 [Calculate](#)

Total Amount: 5,661,072.41 USD

Add Items From: [Catalog](#) [Item Search](#)

Select Lines To Display

Line: To: [Retrieve](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		NORTHERN REGION TOC	1.0000	EA	968848	5,600,000.00000	5,600,000.00	Pending				
2		TASK ORDER # 1	1.0000	EA	968848	61,072.41000	61,072.41	Pending				

94 Purchase Order changes to **Pending Approval**.

95 Click on the **Edit Comments** icon.

CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Purchasing | Purchase Orders | Add/Update POs

[New Window](#) [Help](#) [Customize Page](#) [http](#)


PO Header Comments

Business Unit: 50100 PO ID: 0001056490 Vendor: TELVENT US-001 Change Order: 1

☒ Retrieve Active Comments Only [Retrieve](#)

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending [Sort](#)

Comments [Find](#) [View All](#) [First](#) [4 of 1](#) [Last](#)

[Use Standard Comments](#) Comment Status: Active [Inactivate](#) 

This PO is a result of Contract # 41135, RFP # XXXXXXXXXX and is for billing purposes only.

☒ Send to Vendor ☐ Show at Receipt

☐ Show at Voucher ☐ Approval Justification

Associated Document

Attachment: [Attach](#) [View](#) [Delete](#) ☐ Email

From -> PO 50100-0001056490

[OK](#) [Cancel](#) [Refresh](#)

96 PO Header Comment is shown.

97 Click on the **plus** box to add a comment.

Professional Services Purchase Orders

PO Header Comments

Business Unit: 50100 PO ID: 0001056490 Vendor: TELVENT US-001 Change Order: 1

☒ Retrieve Active Comments Only

*Sort Method: Comment Time Stamp *Sort Sequence: Ascending

Comments First 2 of 2 Last

Use Standard Comments

Inserted Line 2 "TASK ORDER # 1" for Bristol project. Value or TO is \$61,072

☐ Send to Vendor ☐ Show at Receipt ☒ Approval Justification

Associated Document

Attachment: ☐ Email

From -> PO 50100-0001056490

98 Enter comment(s) specific to this Task Oder # for approval justification.

99 Check **Approval Justification** checkbox.

100 Click **OK**.

Purchase Order

Business Unit: 50100 PO Status: Pend Appr

PO ID: 0001056490

Change Order: 1

Copy From:

☐ Hold From Further Processing [Current Change Reason](#)

Header

*PO Date: 04/18/2013 Vendor Search

Vendor: TELVENT US-001 [Vendor Details](#)

*Vendor ID: 0000034409 Telvent USA LLC

*Buyer: MIKE HALL Hall, Mike (VDOT)

PO Reference: NORTHERN REGION TOC OPERATIONS

Web IMS?: ☐

[Header Details](#) [Activity Summary](#) [Document Status](#) [Edit Comments](#) [Add ShipTo Comments](#)

[PO Defaults](#) [Requisitions](#) [PO Activities](#)

Backorder Status: Not Backordered [Create BackOrder](#)

Receipt Status: Not Recvd

*Dispatch Method:

eVA PO Type: R01 Routine Bill Vendor

eVA Order Method: PRNT

eVA Interfaced: NSEV

eVA Dttm:

Amount Summary

Merchandise: 5,661,072.41

Freight/Tax/Misc.: 0.00

Total Amount: 5,661,072.41 USD

Add Items From

Select Lines To Display

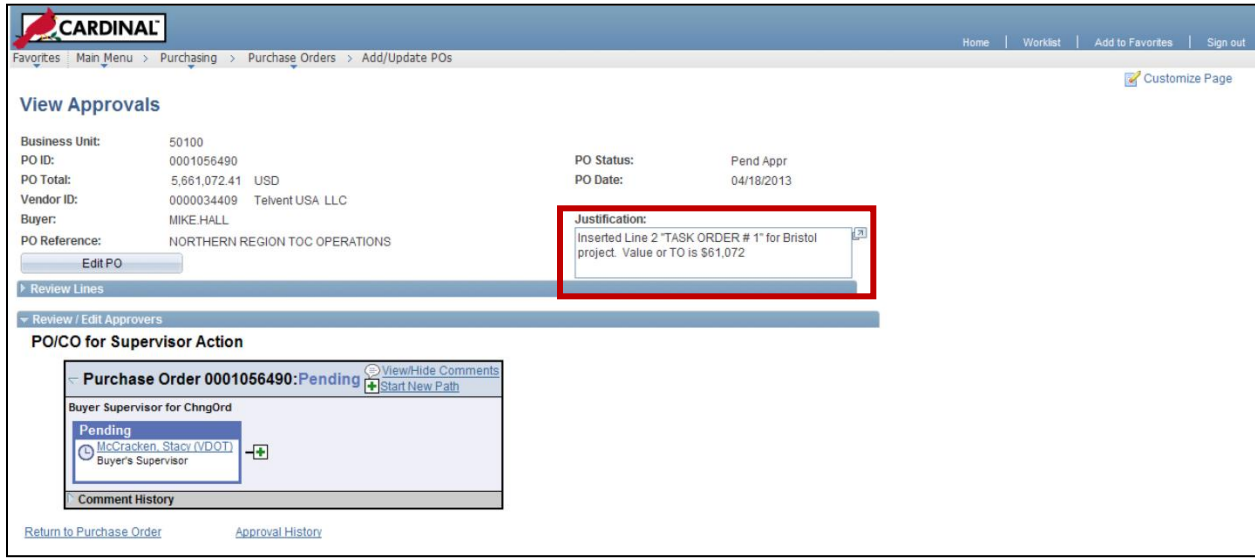
Line: To:

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		NORTHERN REGION TOC	1.0000	EA	968848	5,600,000.00000	5,600,000.00	Pending			
2		TASK ORDER # 1	1.0000	EA	968848	61,072.41000	61,072.41	Pending			

*Go to:

101 Click **Save**.

102 Click the **View Approvals** hyperlink.



The screenshot shows the 'View Approvals' page in the CARDINAL system. The page header includes the CARDINAL logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. Below the header, there are tabs for Favorites, Main Menu, Purchasing, Purchase Orders, and Add/Update POs. The main content area is titled 'View Approvals' and displays the following information:

Business Unit:	50100	PO Status:	Pend Appr
PO ID:	0001056490	PO Date:	04/18/2013
PO Total:	5,661,072.41 USD		
Vendor ID:	0000034409 Telvent USA LLC		
Buyer:	MIKE HALL		
PO Reference:	NORTHERN REGION TOC OPERATIONS		

Below the table, there is an 'Edit PO' button. To the right of the table, a 'Justification' box is highlighted with a red border, containing the text: 'Inserted Line 2 "TASK ORDER # 1" for Bristol project. Value or TO is \$61,072.' Below the 'Justification' box, there are two tabs: 'Review Lines' and 'Review / Edit Approvers'. The 'Review / Edit Approvers' tab is selected, showing a 'PO/CO for Supervisor Action' section. This section includes a 'Purchase Order 0001056490: Pending' status, a 'Buyer Supervisor for ChngOrd' field, and a 'Pending' status with a 'View/Hide Comments' link. Below this, there is a 'Comment History' section.

103 The **View Approval** page is shown. **Note:** **Justification** comment is displayed.

104 The Supervisor is notified via email and the PO is on their worklist for action.

Note: Approval is required by the Supervisor only. The total value of the PO does not change with the insertion of new lines, along with the decrement of line 1 for the value of each new line.